



**FRA Web User Guide for
Application Administrators
Grade Crossing Inventory System
(GCIS) v2.5.0.0, Released: 12/28/2016
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Section 1. Before You Begin

All examples and screenshots provided in this document are notional and not intended to represent any specific user or business relationship.

GCIS v2.0 Is a Role-Based System

As a GCIS Application Administrator user, you are assigned one of three Admin roles: **GCIS Admin**, **FRA Admin**, or **Data Tech Analyst**. Your system access – what you can/cannot do in GCIS – is determined by your role. For example, users with the role of GCIS Admin can (among other things) (1) manage lookup values; (2) create new users and assign them the role of GCIS Admin, FRA Admin or Data Tech Analyst; and (3) approve any newly registered pending users; whereas users with the role of FRA Admin can only (1) approve pending Primary User accounts, (2) manage all user profiles, not including GCIS Admins; and (3) create new users and assign them the role of FRA Admin or Data Tech Analyst.

Note: *This Admin Web User Guide is written using the role of **GCIS Admin**, with access to all properties.*

GCIS Employs Several Navigation Options

Top Navigation Tabs

Each page in GCIS v2.0 has nine navigation tabs on the top of the page: **Home**, **View Crossings**, **Update Crossings**, **Add New Crossing**, **File Upload**, **User Management**, **Admin Tools**, **Reports**, and **Help** (Figure 1). Click these tabs to move to different system pages or to access available reference documents.

Note: *The **User Management** tab, when moused over, displays additional sub-menu items. The **Admin Tools** tab will not be available to FRA Admins and Data Tech Analysts.*

Federal Railroad Administration Highway-Rail Crossing Division

Agency: Federal RR Administration [FRA] Change Welcome Super User (GCIS Admin) [Sign Out]

Federal Railroad Administration Office of Safety Analysis

Top Navigation Tabs

- Home
- View Crossings
- Update Crossings
- Add New Crossing
- File Upload
- User Management
 - Delegations
 - Add Internal User
- Admin Tools
- Reports
- Help

Welcome to the Grade Crossing Inventory System (GCIS)

GCIS will allow agencies the ability to view, update, and add new crossing information about each public and private highway-railroad crossing throughout the site by using the top-navigation menu or clicking on the links provided below.

- View an Existing Crossing
- Update an Existing Crossing
- Add a New Crossing

Pending Crossing Records

The table below provides a list of all saved crossing records you have access to edit, but have not been submitted to the National Crossing Inventory Record.

Crossing: Filter

Pending Crossing Inventory Records

CrossingID	Primary Operating Railroad	Report Type	Submission Type	Crossing Type	Crossing Purpose	Crossing Position	Date Modified	Action
072912H	BNSF	Full Inventory Record	File Upload	Private	Highway	At Grade	8/22/2014 10:54:01 AM	Edit Cancel
090554Y		Bulk Upload Error	Secure API				8/18/2014 2:19:46 PM	Edit Cancel

Figure 1. GCIS v2.0 Top Navigation Tabs

Hyperlinks

Links in GCIS v2.0 are blue in color and, when clicked, open the item named in the link. For example, in the figure shown below, you can see that all links on the home page are displayed in blue, indicating that these are hyperlinks.

Agency: Federal RR Administration [FRA] Change Welcome Super User (GCIS Admin) [Sign Out]

Federal Railroad Administration Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing File Upload User Management Admin Tools Reports Help

Welcome to the Grade Crossing Inventory System (GCIS)

GCIS will allow agencies the ability to view, update, and add new crossing information about each public and private highway-railroad. You can navigate throughout the site by using the top-navigation menu or clicking on the links provided below.

- View an Existing Crossing
- Update an Existing Crossing
- Add a New Crossing

Pending Crossing Records

Figure 2. GCIS v2.0 Links

Clicking a hyperlink, in this example, opens the **Update an Existing Crossing Inventory Record** page (Figure 3).

Federal Railroad Administration Highway-Rail Crossing Division

The screenshot shows the 'Update an Existing Crossing Inventory Record' page. At the top, there's a header with the agency name 'Federal RR Administration [FRA]' and a 'Change' link. The user is logged in as 'Super User (GCIS Admin)' with a 'Sign Out' link. The main header features the Federal Railroad Administration logo and the text 'Office of Safety Analysis'. Below this is a navigation bar with links: Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Admin Tools, Reports, and Help. The page title is 'Update an Existing Crossing Inventory Record'. A breadcrumb trail shows 'GCIS Home > Update Existing Crossing'. A descriptive paragraph states: 'This page will allow you to update an existing crossing inventory record that has been previously saved or submitted. To edit a record, enter the Crossing Number provided in the field below, then press the Update button.' The form includes a text input for 'Enter Crossing Number:', a note that the number must be six digits followed by a letter, a dropdown for 'Quiet Zone Update?' set to 'No', radio buttons for 'Quiet Zone' (No, 24 hr, Partial, Chicago Excused), a 'Date Established' field with a calendar icon, a dropdown for 'Railroad:' set to 'A & R Line Inc. [ARE]', and an 'Update' button. At the bottom, there are links for 'View Privacy Policy' and 'Contact Us'.

Figure 3. Update an Existing Crossing Page

Breadcrumbs

The breadcrumb trail is a navigation aid allowing you to keep track of your locations within the application. It is displayed below the page title header text and provides links back to each previous page, separated by a greater-than sign (>).

The screenshot shows the 'Manage GCIS Users' page. The header and navigation bar are identical to Figure 3. The page title is 'Manage GCIS Users'. The breadcrumb trail is 'GCIS Home > User Management > Add Internal Users'. A callout box with a pointer to the 'User Management' link in the breadcrumb trail contains the text: 'Breadcrumb: Links in blue will navigate you back to the appropriate pages'. Below the breadcrumb trail, there is a section titled 'Add New Internal User Wizard' with a sub-section 'Enter User Info'.

Figure 4. Breadcrumb Navigation Trail

Page Numbers

If you look at the bottom of any “table” in GCIS v2.0, you will see a page number, as well as a first page (|<), previous page (<), next page (>), and last page arrow (>|). Click on the down

Federal Railroad Administration Highway-Rail Crossing Division

arrow located to the right of the page number to skip to a particular page number in a given table (Figure 5) OR click the arrows to the left and right of the page number to skip to the first, previous, next, or last page (Figure 6).

Pending Crossing Records

The table below provides a list of all saved crossing records you have access to edit, but have not been submitted to the National Crossing Inventory Record.

Crossing

Pending Crossing Inventory Records

CrossingID	Primary Operating Railroad	Report Type	Submission Type	Crossing Type	Crossing Purpose	Crossing Position	Date Modified	Action
072912H	BNSF	Full Inventory Record	File Upload	Private	Highway	At Grade	8/22/2014 10:54:01 AM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
090554Y		Bulk Upload Error	Secure API				8/18/2014 2:19:46 PM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
090554Y		Bulk Upload Error	Secure API				8/18/2014 2:15:05 PM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
172074R - NJ	CTN	Full Inventory Record	Online Form	Public	Highway	At Grade	7/31/2014 1:34:48 PM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
346720B		Bulk Upload Error	File Upload				8/28/2014 11:39:19 AM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
350148W	CSX	Full Inventory Record	File Upload	Private	Highway	At Grade	8/28/2014 11:39:24 AM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
350149D	CSX	Full Inventory Record	File Upload	Private	Highway	At Grade	8/28/2014 11:39:24 AM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
350150X	CSX	Full Inventory Record	File Upload	Private	Highway	At Grade	8/28/2014 11:39:25 AM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
474285X	OMID	Railroad Data Only	Online Form				8/1/2014 3:09:11 PM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>
474285X	OMID	Railroad Data Only	Online Form				8/1/2014 11:13:48 AM	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>

<< 1 >> Page: 1-4 of 4

Figure 5. Advance Using Page Numbers

736101W	NS	Public	Highway	At Grade	7/20/2014 6:53:39 PM	<input type="button" value="Edit"/>
721060A	ATW	Public	Highway	At Grade	7/20/2014 6:53:39 PM	<input type="button" value="Edit"/>
727604R	NS	Public	Highway	At Grade	7/20/2014 6:53:39 PM	<input type="button" value="Edit"/>
930668H	Private	Highway	At Grade	7/20/2014 6:53:39 PM	<input type="button" value="Edit"/>	

<< 1 >> Page: 1-19 of 19

Figure 6. Advance Using Page Arrows

GCIS Web Session Management

GCIS v2.0 will allow each user's session to remain open for a maximum of 30 minutes. If, at any point in time the session becomes inactive for 30 minutes, the system will inform you that your session is about to expire. You will have the option to extend your session by clicking on the **Extend** button or exit the application by clicking on the **End Session** button (Figure 7).

Federal Railroad Administration Highway-Rail Crossing Division

The screenshot shows the GCIS Home Page for a user named 'Super User (GCIS Admin)'. The page has a top navigation bar with links: Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Admin Tools, Reports, and Help. Below the navigation bar is a welcome message: 'Welcome to the Grade Crossing Inventory System (GCIS)'. A session timeout notification box is displayed, stating: 'Your session is about to expire. To continue with the same session, click on the Extend button. Otherwise, click on the End Session button.' Below the notification, there is a section titled 'Pending Crossing Records' with a table of records. The table has columns: CrossingID, Primary Operating Railroad, Report Type, Submission Type, Crossing Type, Crossing Purpose, Crossing Position, Date Modified, and Action. The table contains three rows of data.

CrossingID	Primary Operating Railroad	Report Type	Submission Type	Crossing Type	Crossing Purpose	Crossing Position	Date Modified	Action
072912H	BNSF	Full Inventory Record	File Upload	Private	Highway	At Grade	8/22/2014 10:54:01 AM	Edit Cancel
090554Y		Bulk Upload Error	Secure API				8/18/2014 2:19:46 PM	Edit Cancel
090554Y		Bulk Upload Error	Secure API				8/18/2014 2:15:05 PM	Edit Cancel

Figure 7. Session Timeout Notification Window

If a response is not provided within 5 minutes, the system will automatically log you out of GCIS and return you back to the **Sign In** page. Otherwise, if you extended your session, the system will remain open with your existing session.

GCIS Home Page

The **GCIS Home** page is your landing page upon system login. This page serves as your personal dashboard. Use it to navigate to different pages, view pending crossing records that have been saved by you or registered users of GCIS (Figure 8).

Federal Railroad Administration Highway-Rail Crossing Division

Agency: Federal RR Administration [FRA] Change

Welcome Super User (GCIS Admin) [Sign Out]

Federal Railroad Administration Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing File Upload User Management Admin Tools Reports Help

Welcome to the Grade Crossing Inventory System (GCIS)

GCIS will allow agencies the ability to view, update, and add new crossing information about each public and private highway-railroad. You can navigate throughout the site by using the top-navigation menu or clicking on the links provided below.

- View an Existing Crossing
- Update an Existing Crossing
- Add a New Crossing

Pending Crossing Records

The table below provides a list of all saved crossing records you have access to edit, but have not been submitted to the National Crossing Inventory Record.

Crossing: Filter

Pending Crossing Inventory Records

CrossingID	Primary Operating Railroad	Report Type	Submission Type	Crossing Type	Crossing Purpose	Crossing Position	Date Modified	Action
072912H	BNSF	Full Inventory Record	File Upload	Private	Highway	At Grade	8/22/2014 10:54:01 AM	Edit Cancel
090554Y		Bulk Upload Error	Secure API				8/18/2014 2:19:46 PM	Edit Cancel
090554Y		Bulk Upload Error	Secure API				8/18/2014 2:15:05 PM	Edit Cancel

Figure 8. GCIS v2.0 Home Page

Site Header (Logged In User Information)

The black row located above the site header will display the current logged in user's name, role, a sign out link, and the name of the agency the user is registered with (Figure 9). This information will always be displayed (as long as your session remains open, which is set to 30 minutes).

Note: The **Agency** drop-down list will be disabled for all GCIS Admins, FRA Admins, and Data Tech Analysts. This control will only be enabled for users of Railroad, State, and Transit agencies that were delegated to report on the behalf of other agencies. Please reference the [Delegations](#) section for more information regarding the Delegation process and setup.

Agency: Federal RR Administration [FRA] Change

Welcome Super User (GCIS Admin) [Sign Out]

Name of agency the user is registered with

Current logged on user's name

Link to exit GCIS

User's role

Link to change the agency (disabled for GCIS Admin, FRA Admin, and Data Tech Analyst)

Federal Railroad Administration Highway-Rail Crossing Division

Figure 9. GCIS v2.0 Site Header

Site Footer

The black row located at the bottom of each page will display links to view the **Privacy Policy** and **Contact Us** page. The Privacy Policy, upon click, will display details regarding privacy information in a popup dialog box. To close the box, click on the **X** located in the upper-right corner. The Contact Us link, upon click, will redirect you to the GCIS Help > Contact FRA page containing information on how to contact FRA for questions or support.



Figure 10. Site Footer

Quick Links

GCIS v2.0 provides you the ability to quickly navigate to the view, add, and update crossing pages by utilizing the links available on the home page (Figure 11). The **View an Existing Crossing** link (also the **View Crossings** tab) will redirect you to the **View an Existing Crossing Inventory Record** page. The **Update an Existing Crossing** link (also the **Update Crossings** tab) will redirect you to the **Update an Existing Crossing Inventory Record** page. The **Add a New Crossing** link (also the **Add New Crossing** tab) will display the **Add a New Crossing Inventory Record** page.



Figure 11. Home Page Quick Links

Pending Crossing Records Tab

This table provides a list of all crossing record(s) that were saved by you or Railroad, Transit, and State agencies, but have not been submitted to the National Crossing Inventory, allowing you to quickly access these records for viewing and updating (Figure 12).

Federal Railroad Administration Highway-Rail Crossing Division

The table will also allow you to search and filter the list to return a specific crossing by entering the Crossing Number into the **Crossing** field, and then pressing the **Filter** button.

To update a record in this list, press the **Edit** button. Performing this action will redirect you to the Online Grade Crossing Inventory Form in update mode. To cancel a record and remove it from the list, press the **Cancel** button.

The table will display 10 records at a time and you can page through the table using the page numbers located below the table.

Agency: Federal RR Administration [FRA] Change Welcome Super User (GCIS Admin) [Sign Out]

Federal Railroad Administration
Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing File Upload User Management Admin Tools Reports Help

Welcome to the Grade Crossing Inventory System (GCIS)

GCIS will allow agencies the ability to view, update, and add new crossing information about each public and private highway-railroad. You can navigate throughout the site by using the top-navigation menu or clicking on the links provided below.

Enter Crossing Number into Crossing field to search for a specific crossing record

Crossings saved by you or users of Railroad, State, and Transit agencies

The table below provides a list of all saved crossing records you have access to. Crossing Inventory Record.

Crossing Filter

Pending Crossing Inventory Records

CrossingID	Primary Operating Railroad	Report Type	Submission Type	Crossing Type	Crossing Purpose	Crossing Position	Date Modified	Action
072912H	BNSF	Full Inventory Record	File Upload	Private	Highway	At Grade	8/22/2014 10:54:01 AM	Edit Cancel
090554Y		Bulk Upload Error	Secure API				8/18/2014 2:19:46 PM	Edit Cancel
090554Y		Bulk Upload Error	Secure API				8/18/2014 2:15:05 PM	Edit Cancel

Figure 12. Pending Crossing Records Tab

Section 2. GCIS Pages


Online Grade Crossing Inventory Form

The **Online Grade Crossing Inventory Form** is an online web version of the U.S. DOT Crossing Inventory Form (FRA F 6180.71), containing the Header and all five Parts of the form. This form is considered the *Full Inventory Record* form. There is a second form called the *Railroad Data Only* form. This form will only display Parts I and II of the inventory form containing a subset of the fields. You will be able to save and submit crossing records using the online web form, along with saving a PDF copy of the record to store locally on your computer. It contains several features and functionalities that will be further explained in subsequent sections.

Understanding the Online Grade Crossing Inventory Form

Federal Railroad Administration Highway-Rail Crossing Division

This section provides a description on how to read, navigate, and understand the online web form. The form contains many different types of web controls, providing an ease of use. The online web form features the following web controls (Figure 13):

- **Calendar:** a calendar icon , upon clicking, will display a calendar in a popup that allows you to navigate to a specific month or year quickly, and selecting a date, which will then display in the proper format into the text field provided
- **Radio button:** a small circle that has given text displayed next to it, typically to its right, allows you to select only one value
- **Checkbox:** allows you to toggle an option on or off and select multiple values within its group
- **Drop-down list:** usually displayed with a down arrow, allows you to select a single item from a predefined list of options
- **Open Text Field:** allows you to enter any text value
Note: Some text fields will limit you to entering only numeric values, alpha characters, or a specific number of characters

Certain field controls are disabled to prevent you from completing that information, whether it is not required by your agency or it is not required due to a selection made from another field within the form. Disabled fields are controls that have been greyed out.

The figures below depicts the many features of the Online Grade Crossing Inventory (Full Inventory Record) Form.

Federal Railroad Administration Highway-Rail Crossing Division

Agency: Federal Railroad Administration | Change | Welcome Super User (GCIS Admin) | [Sign Out]

Administration Analysis

Home | Crossings | Update Crossings | Add New Crossing | File Upload | User Management | Reports | Help

Online Grade Crossing Inventory

GCIS Home > Update Existing Crossing > Grade Crossing Inventory Form

Save a PDF Copy

DOT Crossing Inventory Number: 061625P

Crossing ID = 061625P

Part I | Part II | Part III | Parts IV and V

Reporting Instructions

Instructions for the initial reporting of the following types of new or previously unreported crossings: For public highway-rail grade crossings, complete the entire inventory form, with the exception of Part I Item 20 and Part III Item 2.K. For private highway-rail grade crossings, complete the Header, Parts I and II, Part III Item 2.K., and the Submission Information section. For public pathway grade crossings (including pedestrian station grade crossings), complete the Header, Parts I and II, and the Submission Information section. For Private pathway grade crossings, complete the Header, Parts I and II, Part III Item 2.K., and the Submission Information section. For any rail or pathway crossings (including pedestrian station crossings), complete the Header, Part I, and the Submission Information section. For existing data, complete the Header, Part I Items 1-3, and the Submission Information section, in addition to the updated data in the optional field.

Calendar control

A. Submission Date: 10/30/2015

B. Reporting Agency: ☐ Railroad ☐ State ☐ Transit ☒ FRA Internal

C. Reason for Update: Select One.....

D. DOT Crossing Inventory Number: 061625P

Drop-down list control

Part I: Location and Classification Information

1. Primary Operating Railroad: BNSF Railway Company [BNSF]

2. State: MN

3. County: ISANTI

4. City/Municipality: ☒ In CAMBRIDGE ☐ Near

5. Street/Road Name & Block Number: 11TH AV SE (Street/Road Name) * (Block Number)

6. Highway Type & No: MN 45

7. Do Other Railroads Operate a Separate Track at Crossing? ☐ Yes ☒ No

If Yes, Specify RR: [Select One.....]

8. Do Other Railroads Operate Over Your Track at Crossing? ☒ Yes ☐ No

If Yes, Specify RR: Canadian Pacific Railway Comp. Union Pacific Railroad Company Canadian National - North America Select One.....

9. Railroad Division or Region: TWIN CITIES ☐ None

10. Railroad Subdivision or District: HINCKLEY ☐ None

11. Branch or Line Name: BOYL-COON CREEK ☐ None

12. RR Milepost: 0107.96 (prefix) nnnn.nnn (suffix)

13. Line Segment *: 0028

14. Nearest RR Timetable Station *: CAMBRIDGE

15. Parent RR (if applicable): Select One..... ☒ N/A

16. Crossing Owner (if applicable): Select One..... ☒ N/A

Open text field control

Figure 13. Features of the Online Grade Crossing Inventory Form (Full Inventory Record) – Part 1

Federal Railroad Administration Highway-Rail Crossing Division

17. Crossing Type
☒ Public
☐ Private

18. Crossing Purpose
☒ Highway
☐ Pathway, Ped.
☐ Station, Ped.

19. Crossing Position
☒ At Grade
☐ RR Under

20. Public Access (If Private Crossing)
☐ Yes
☐ No

21. Type of Train (Check all that apply)
☒ Freight
☒ Intercity Passenger
☒ Commuter
☒ Transit
☐ Shared Use Transit
☐ Tourist/Other

22. Average Passenger Train Count Per Day
☐ Less Than One Per Day
☒ Number per day

23. Type of Land Use
☐ Open Space
☐ Farm
☒ Residential
☐ Commercial
☐ Industrial
☐ RR Yard

24. Is there an Adjacent Crossing with a Separate Number?
☐ Yes
☒ No
 If Yes, Provide Crossing Number

25. Quiet Zone (FRA Provided)
☐ No
☒ 24 hr
☐ Partial
☐ Chicago Excused
 Date Established

26. HSR Corridor ID
 ☐ N/A

27. Latitude in decimal degrees (WGS84 std nn.nnnnnnn)

28. Longitude in decimal degrees (WGS84 std -nnn.nnnnnnn)

29. Lat/Long Source
☒ Actual
☐ Estimated

30.A. Railroad Use *

31.A. State Use *

30.B. Railroad Use *

31.B. State Use *

30.C. Railroad Use *

31.C. State Use *

30.D. Railroad Use *

31.D. State Use *

32.A. Narrative (Railroad Use) *

32.B. Narrative (State Use) *

33. Emergency Notification Telephone

Railroad Contact (Telephone No.)

State Contact (Telephone No.)

Save button Submit button

Save a PDF Copy Link allowing you to save a PDF copy of the crossing record

view Privacy Policy | Contact us

Figure 14. Features of the Online Grade Crossing Inventory Form (Full Inventory Record) – Part 2

Header Information

This section contains the **Submission Date**, **Reporting Agency**, **Reason for Update**, and **DOT Crossing Inventory Number**.

Note:

- Field **A. Submission Date** will be displayed as **Revision Date** for Railroad, State, and Transit users. The system will allow you to select past or current date when logged in as a GCIS Admin, FRA Admin, or Data Tech Analyst.
- For field **B. Reporting Agency**, the system will default to **FRA Internal** for users logged in as a GCIS Admin, FRA Admin, or Data Tech Analyst.

A. Submission Date <input type="text" value="08/29/2014"/>	B. Reporting Agency <input type="radio"/> Railroad <input type="radio"/> State <input type="radio"/> Transit <input checked="" type="radio"/> FRA Internal	C. Reason for Update <input type="text" value="Select One....."/>	D. DOT Crossing Inventory Number <input type="text" value="061625P"/>
---	---	--	--

Figure 15. Header Information

Part I: Location and Classification Information

Federal Railroad Administration Highway-Rail Crossing Division

This section contains geographic data for the crossing, as well as its classification information, the types of trains that utilize it, whether it is private or public, and relevant contact information.

Part 1: Location and Classification Information					
1. Primary Operating Railroad CSX Transportation [CSX] <input checked="" type="checkbox"/>		2. State Select One... VI		3. County Select One... VI	
4. City/Municipality <input type="radio"/> In <input checked="" type="checkbox"/> Select One... VI <input type="radio"/> Near		5. Street/Road Name & Block Number (Street/Road Name) (Block Number)		6. Highway Type & No	
7. Do Other Railroads Operate a Separate Track at Crossing? <input type="radio"/> Yes <input type="radio"/> No If Yes Specify RR Select One... VI, Select One... VI, Select One...			8. Do Other Railroads Operate Over Your Track at Crossing? <input type="radio"/> Yes <input type="radio"/> No If Yes Specify RR Select One... VI, Select One... VI, Select One...		
9. Railroad Division or Region None		10. Railroad Subdivision or District None		11. Branch or line Name None	
12. RR Milepost (prefix) nnnn.nnn (suffix)					
13. Line Segment		14. Nearest RR Timetable Station		15. Parent RR (if applicable) Select One... VI ON/A	
16. Crossing Owner (if applicable) Select One... VI ON/A					
17. Crossing Type <input type="radio"/> Public <input type="radio"/> Private		18. Crossing Purpose <input type="radio"/> Highway <input type="radio"/> Pathway, Ped. <input type="radio"/> Station, Ped.		19. Crossing Position <input type="radio"/> At Grade <input type="radio"/> ORR Under <input type="radio"/> ORR Over	
20. Public Access (If Private Crossing) <input type="radio"/> Yes <input type="radio"/> No		21. Type of Train (Check all that apply) <input type="radio"/> Freight <input type="radio"/> Intercity Passenger <input type="radio"/> Commuter <input type="radio"/> Transit <input type="radio"/> Shared Use Transit <input type="radio"/> Tourist/Other		22. Average Passenger Train Count Per Day <input type="radio"/> Less Than One Per Day <input type="radio"/> Number per day	
23. Type of Land use <input type="radio"/> Open Space <input type="radio"/> Farm <input type="radio"/> Residential <input type="radio"/> Commercial <input type="radio"/> Industrial <input type="radio"/> Institutional <input type="radio"/> Recreational <input type="radio"/> RR Yard					
24. Is there an Adjacent Crossing with a Separate Number? <input type="radio"/> Yes <input type="radio"/> No If Yes Provide Crossing Number			25. Quiet Zone (FRA Provided) <input type="radio"/> No <input type="radio"/> 24 hr <input type="radio"/> Partial <input type="radio"/> Chicago Excused Date Established		
26. HSR Corridor ID c.....3D ON/A		27. Latitude in decimal degrees WG84 std nn.nnnnnnn)		28. Longitude in decimal degrees WG84 std -nnn.nnnnnnn)	
29. Lat/long Source <input type="radio"/> Actual <input type="radio"/> Estimated					
30.A. Railroad Use			31.A. State Use		
30.B. Railroad Use			31.B. State Use		
30.C. Railroad Use			31.C. State Use		
30.D. Railroad Use			31.D. State Use		
32.A. Narrative (Railroad Use)			32.B. Narrative (State Use)*		
33. Emergency Notification Telephone No. (Posted)		34. Railroad Contact (Telephone No.)		35. State Contact Telephone No.)	

Figure 16. Part 1: Location and Classification Information

Part II. Railroad Information

This section allows you to report data unique to their operations. For example, a railroad

Federal Railroad Administration Highway-Rail Crossing Division

would use this section to list the train counts, speed of trains, year of train count data, etc.

Part II: Railroad Information				
1. Estimated Number of Daily Train Movements				
1.A. Total Day Thru Trains (6 AM to 6 PM) <input type="text"/>	1.B. Total Night Thru Trains (6 PM to 6 AM) <input type="text"/>	1.C. Total Switching Trains <input type="text"/>	1.D. Total Transit Trains <input type="text"/>	1.E. Check if Less Than One Movement Per Day <input type="checkbox"/> How many trains per week? <input type="text"/>
2. Year of Train Count Data (YYYY) <input type="text"/>		3. Speed of Train at Crossing 3.A. Maximum Timetable Speed (mph) <input type="text"/> 3.B. Typical Speed Range Over Crossing (mph) From <input type="text"/> to <input type="text"/>		
4. Type and Count of Tracks Main <input type="text"/> Siding <input type="text"/> Yard <input type="text"/> Transit <input type="text"/> Industry <input type="text"/>				
5. Train Detection (Main Track Only) <input type="checkbox"/> Constant Warning Time <input type="checkbox"/> Motion Detection <input type="checkbox"/> AFO <input type="checkbox"/> PTC <input type="checkbox"/> DC <input type="checkbox"/> Other <input type="checkbox"/> None				
6. Is Track Signaled? <input type="radio"/> Yes <input type="radio"/> No		7.A. Event Recorder <input type="radio"/> Yes <input type="radio"/> No		7.B. Remote Health Monitoring <input type="radio"/> Yes <input type="radio"/> No

Figure 17. Part II: Railroad Information

Part III: Highway or Pathway Traffic Control Device Information

This section allows you to add and update data pertaining to the traffic control and warning devices present at the crossing.

Part III: Highway or Pathway Traffic Control Device Information					
1. Are there Signs or Signals? <input type="radio"/> Yes <input type="radio"/> No					
2. Type of Passive Traffic Control Devices associated with the Crossing					
2.A. Crossbuck Assemblies (count) <input type="text"/>	2.B. STOP Signs (R1-1) (count) <input type="text"/>	2.C. YIELD Signs (R1-2) (count) <input type="text"/>	2.D. Advance Warning Signs (Check all that apply; include count) <input type="checkbox"/> W10-1 <input type="checkbox"/> W10-3 <input type="checkbox"/> W10-11 <input type="checkbox"/> None <input type="checkbox"/> W10-2 <input type="checkbox"/> W10-4 <input type="checkbox"/> W10-12 <input type="checkbox"/>		
2.E. Low Ground Clearance Sign (W10-5) <input type="radio"/> Yes <input type="radio"/> No Count <input type="text"/>	2.F. Pavement Markings <input type="checkbox"/> Stop Lines <input type="checkbox"/> RR Xing Symbols <input type="checkbox"/> Dynamic Envelope <input type="checkbox"/> None		2.G. Channelization Devices/Medians Select One..... <input type="text"/>	2.H. EXEMPT Sign (R15-3) <input type="radio"/> Yes <input type="radio"/> No	2.I. ENS Sign Displayed (I-13) <input type="radio"/> Yes <input type="radio"/> No
2.J. Other MUTCD Signs <input type="radio"/> Yes <input type="radio"/> No Specify Type <input type="text"/> Count <input type="text"/> Specify Type <input type="text"/> Count <input type="text"/> Specify Type <input type="text"/> Count <input type="text"/>				2.K. Private Crossing Signs (if Private) <input type="radio"/> Yes <input type="radio"/> No 2.L. LED Enhanced Signs <input type="text"/>	
3. Types of Train Activated Warning Devices at the Grade Crossing (specify count of each device for all that apply)					
3.A. Gate Arms (Count) Roadway <input type="text"/> Pedestrian <input type="text"/>	3.B. Gate Configuration <input type="radio"/> 2 Quad <input type="radio"/> 3 Quad <input type="radio"/> 4 Quad <input type="checkbox"/> Full (Barrier) Resistance <input type="checkbox"/> Median Gates	3.C. Cantilevered (or Bridged) Flashing Light Structures (Count) Over Traffic Lane <input type="text"/> Not Over Traffic Lane <input type="text"/> <input type="checkbox"/> Incandescent <input type="checkbox"/> LED		3.D. Mast Mounted Flashing Lights (count of masts) (Count of masts) <input type="text"/> <input type="checkbox"/> Incandescent <input type="checkbox"/> LED <input type="checkbox"/> Back Lights Included <input type="checkbox"/> Side Lights Included	
3.E. Total Count of Flashing Light Pairs <input type="text"/>	3.F. Installation Date of Current Active Warning Devices: (MM/YYYY) <input type="text"/> <input type="checkbox"/> Not Required	3.G. Wayside Horn <input type="radio"/> Yes <input type="radio"/> No Installed on (MM/YYYY) <input type="text"/>		3.H. Highway Traffic Signals Controlling Crossing <input type="radio"/> Yes <input type="radio"/> No	3.I. Bells (count) <input type="text"/>
3.J. Non-Train Active Warning <input type="radio"/> Flagging/Flagman <input type="radio"/> Manually Operated Signals <input type="radio"/> Watchman <input type="radio"/> Floodlighting <input type="radio"/> None				3.K. Other Flashing Lights or Warning Devices Count <input type="text"/> Specify type <input type="text"/>	
4.A. Does Nearby Hwy Intersection have Traffic Signals? <input type="radio"/> Yes <input type="radio"/> No	4.B. Hwy Traffic Signal Interconnection <input type="checkbox"/> Not Interconnected <input type="checkbox"/> For Traffic Signals <input type="checkbox"/> For Warning Signs	4.C. Highway Traffic Signal Preemption <input type="radio"/> Simultaneous <input type="radio"/> Advanced	5. Highway Traffic Pre-Signals <input type="radio"/> Yes <input type="radio"/> No Storage Distance * <input type="text"/> Stop Line Distance * <input type="text"/>		6. Highway Monitoring Device (Check all that apply) <input type="checkbox"/> Yes-Photo/Video Recording <input type="checkbox"/> Yes-Vehicle Presence Detection <input type="checkbox"/> None

Figure 18. Part III: Highway or Pathway Traffic Control Device Information

Federal Railroad Administration Highway-Rail Crossing Division

Part IV: Physical Characteristics

This section allows you to add and update the physical characteristics of the crossings, such as the crossing surface, number of traffic lanes, etc.

Part IV: Physical Characteristics				
1. Traffic Lanes Crossing Railroad Number of Lanes <input type="text"/>	<input type="radio"/> One-way Traffic <input type="radio"/> Two-way Traffic <input type="radio"/> Divided Traffic	2. Is Roadway/ Pathway Paved? <input type="radio"/> Yes <input type="radio"/> No	3. Does Track Run Down a Street? <input type="radio"/> Yes <input type="radio"/> No	4. Is Crossing Illuminated? (Street lights within approx. 50 feet from nearest rail) <input type="radio"/> Yes <input type="radio"/> No
5. Crossing Surface (on Main Track, multiple types allowed) Installation Date *(MM/YYYY) <input type="text"/> Width * <input type="text"/> Length * <input type="text"/> <input type="checkbox"/> 1.Timber <input type="checkbox"/> 2.Asphalt <input type="checkbox"/> 3.Asphalt and Timber <input type="checkbox"/> 4.Concrete <input type="checkbox"/> 5.Concrete and Rubber <input type="checkbox"/> 6.Rubber <input type="checkbox"/> 7.Metal <input type="checkbox"/> 8.Unconsolidated <input type="checkbox"/> 9.Composite <input type="checkbox"/> 10.Other (specify) <input type="text"/>				
6. Intersecting Roadway within 500 feet? If Yes, Approximate Distance (feet) <input type="radio"/> Yes <input type="radio"/> No <input type="text"/>		7. Smallest Crossing Angle <input type="radio"/> 0°-29° <input type="radio"/> 30°-59° <input type="radio"/> 60°-90°		8. Is Commercial Power Available? * <input type="radio"/> Yes <input type="radio"/> No

Figure 19. Part IV: Physical Characteristics

Part V: Public Highway Information

This section allows you to add and update data pertaining to the public highway(s) at the crossing, such as traffic counts, number of school buses over the crossing per day, etc.

Part V: Public Highway Information			
1. Highway System Select One..... <input type="text"/>	2. Functional Classification of Road at Crossing <input type="radio"/> (0) Rural <input type="radio"/> (1) Urban <input type="text"/>	3. Is Crossing on State Highway System? <input type="radio"/> Yes <input type="radio"/> No	4. Highway Speed Limit <input type="text"/> MPH <input type="radio"/> Posted <input type="radio"/> Statutory
5. Linear Referencing System (LRS Route ID) * <input type="text"/>		6. LRS Milepost * <input type="text"/>	
7. Annual Average Daily Traffic (AADT) Year <input type="text"/> AADT <input type="text"/>	8. Estimated Percent Trucks <input type="text"/> %	9. Regularly Used by School Buses? <input type="radio"/> Yes <input type="radio"/> No Average Number per Day <input type="text"/>	10. Emergency Services Route <input type="radio"/> Yes <input type="radio"/> No
Public reporting burden for this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. According to the Paperwork Reduction Act of 1995, a federal agency may not conduct or sponsor, and a person is not required to, nor shall a person be subject to a penalty for failure to comply with, a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for this information collection is 2130-0017. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden to: Information Collection Officer, Federal Railroad Administration, 1200 New Jersey Ave., SE, MS-25 Washington, D.C. 20590.			

Figure 20. Part V: Public Highway Characteristics

The figures below depicts the many features of the Online Grade Crossing Inventory (Railroad Data Only) Form.

Federal Railroad Administration Highway-Rail Crossing Division

Online Grade Crossing Inventory Form (Railroad Data Only)

GCIS Home > Add New Crossing

[Save a PDF Copy](#) (Link allowing you to save a PDF copy of the crossing record)

Crossing ID = 696271D

Header Information

Instructions for the initial reporting of the following types of new or previously unreported grade crossings, complete the entire Header, Parts I and II, Part III Item 2.K., and the Submission Information section. For private highway grade crossings (including pedestrian station crossings), complete the Header, Parts I and II, Part III Item 2.K., and the Submission Information section. For grade-separated crossings, complete the Header, Parts I and II, Part III Item 2.K., and the Submission Information section. For change of existing data, complete the Header, Parts I and II, Part III Item 2.K., and the Submission Information section. An asterisk * denotes an optional field.

Part I: Location and Classification Information

A. Revision Date: 09/26/2014

B. Reporting Agency: ☒ Railroad ☐ State ☐ Transit ☐ FRA Inter

Part I: Railroad Information

1. Primary Operating Railroad: BNSF Railway Company

9. Railroad Division or Region: [Field]

10. Railroad Subdivision or District: [Field] ☐ None

11. Branch or Line Name: [Field] ☐ None

22. Average Passenger Train Count Per Day: ☐ Less than one per day ☐ Number per day [Field]

Part II: Railroad Information

1. Estimated Number of Daily Train Movements

1.A. Total Day Thru Trains (6 AM to 6 PM): [Field]

1.B. Total Night Thru Trains (6 PM to 6 AM): [Field]

1.C. Total Switching Trains: [Field]

1.D. Total Transit Trains: [Field]

1.E. Check if Less Than One Movement Per Day: ☐ How many trains per week? [Field]

2. Year of Train Count Data (YYYY): [Field]

Train at Crossing: [Field]

Timetable Speed (mph): [Field]

Speed Limit Over Crossing (mph): [Field]

Save button **Submit button**

[Save](#) [Submit](#)

[Save a PDF Copy](#) (Link allowing you to save a PDF copy of the crossing record)

Figure 21. Online Grade Crossing Inventory Form (Railroad Data Only)

View an Existing Crossing Inventory Record

The **View an Existing Crossing Inventory Record** page provides you with the ability to view a crossing record that was most recently published to the National Crossing Inventory.

The following section takes you through the process of viewing a published record and saving a PDF copy of that record.

1. Click the **View Crossings** tab in the top navigation (or the **View an Existing Crossing** link on the home page). The following page will display as depicted in Figure 22.

Federal Railroad Administration Highway-Rail Crossing Division

The screenshot shows the 'View an Existing Crossing Inventory Record' page. At the top, there is a navigation bar with the agency name 'Federal RR Administration [FRA]' and a 'Change' link. The user is logged in as 'Super User (GCIS Admin)' with a 'Sign Out' link. The main header features the Federal Railroad Administration logo and the text 'Office of Safety Analysis'. Below this is a horizontal menu with links: Home, View Crossings, Update Crossings, Add New Crossing, File Upload, User Management, Admin Tools, Reports, and Help. The main content area has the title 'View an Existing Crossing Inventory Record' and a breadcrumb trail 'GCIS Home > View Existing Crossings'. A paragraph explains that the page allows viewing a record previously saved or submitted, requiring the user to enter a Crossing Number and press the 'View' button. A text input field for the Crossing Number is provided, followed by a 'View' button. A note below the field states: 'Note: Crossing Number must be six digits followed by a letter.' At the bottom of the page, there is a footer with links for 'View Privacy Policy' and 'Contact Us'.

Figure 22. View an Existing Crossing Inventory Record Page

2. Enter the **Crossing Number**, and then press the **View** button.
Note: If the Crossing Number entered is invalid or does not exist, the system will display an error message indicated in red.
3. If the crossing number entered was found, the system will display a table listing all record(s) available for viewing along with the **Railroad** name, **Record Type**, and an **Action** column (Figure 23).
 - The **Railroad** column will list the **Primary Operating Railroad** of that crossing where Record Type is Full Inventory Record. Otherwise, the Railroad listed is the name of the agency required to submit their unique Railroad data
 - The **Record Type** displayed will either be **Full Inventory Record** or **Railroad Data Only**. The **Full Inventory Record** will display the entire Online Grade Crossing Inventory Form including the Header and all five Parts of the form. The **Railroad Data Only** record will display Parts I and II of the inventory form containing a subset of the fields.
 - The **Action** column should display a **View Record** link. Upon clicking, this will display the appropriate Online Grade Crossing Inventory Form.

Federal Railroad Administration Highway-Rail Crossing Division

Agency: Federal RR Administration [FRA] Change Welcome Super User (GCIS Admin) [Sign Out]

Federal Railroad Administration
Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing File Upload User Management Admin Tools Reports Help

View an Existing Crossing Inventory Record

[GCIS Home](#) > View Existing Crossings

This page will allow you to view an existing crossing inventory record that has been previously saved or submitted. To view a record, enter the Crossing Number provided in the field below, then press the **View** button.

Enter Crossing Number:

Note: Crossing Number must be six digits followed by a letter.

Railroad	Record Type	Action
Norfolk Southern Corp. [NS]	Full Inventory Record	View Record
CSX Transportation [CSX]	Railroad Data Only	View Record

[View Privacy Policy](#) | [Contact Us](#)

Figure 23. View an Existing Crossing Inventory Record

4. Click on the **View Record** link. System will display either the *Full Inventory Record* or the *Railroad Data only* form.
5. Once the record is loaded, you can perform several actions (Figure 24):
 - a. Save a PDF copy of that record by clicking on the **Save a PDF Copy** located either above or below the form;
 - b. View another crossing record by pressing the **View Another Crossing Inventory Record** located below the form; or
 - c. Exit the form and return to the home page by pressing the **Exit** button located below the form.

Federal Railroad Administration Highway-Rail Crossing Division

Agency: Federal RR Administration [FRA] Change Welcome Super User (GCIS Admin) [Sign Out]

Federal Railroad Administration
Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing File Upload User Management Admin Tools Reports Help

Online Grade Crossing Inventory Form

GCIS Home > View Existing Crossings > Grade Crossing Inventory Form

Save a PDF Copy **Save a PDF copy of the crossing record** Crossing ID = 536639N

Instructions for the initial reporting of the following types of new or previously unreported crossings: For public highway-rail grade crossings, complete the entire inventory Form, with the exception of Part I Item 20 and Part III Item 2.K. For private highway-rail grade crossings, complete the Header, Parts I and II, Part III Item 2.K., and the Submission Information section. For public pathway grade crossings (including pedestrian station grade crossings), complete the Header, Parts I and II, and the Submission Information section. For Private pathway grade crossings, complete the Header, Parts I and II, Part III Item 2.K., and the Submission Information section. For grade-separated highway rail or pathway crossings (including pedestrian station crossings), complete the Header, Part I, and the Submission Information section. For changes to existing data, complete the Header, Part I Items 1-3, and the Submission Information section, in addition to the updated data fields. An asterisk * denotes an optional field.

A. Submission Date 08/25/2014	B. Reporting Agency <input checked="" type="radio"/> Railroad <input type="radio"/> State <input type="radio"/> Transit <input type="radio"/> FRA Internal	C. Reason for Update New Crossing	D. DOT Crossing Inventory Number 536639N
----------------------------------	---	--------------------------------------	---

Part I: Location and Classification Information

1. Primary Operating Railroad CSX Transportation [CSX]	9. Railroad Division or Region <input type="text"/> <input checked="" type="checkbox"/> None	10. Railroad Subdivision or District <input type="text"/> <input checked="" type="checkbox"/> None
11. Branch or Line Name <input type="text"/> <input checked="" type="checkbox"/> None	12. RR Milepost 1234.55 (prefix) nnnn.nnn (suffix)	22. Average Passenger Train Count Per Day <input checked="" type="radio"/> Less than one per day <input type="radio"/> Number per day

Part II: Railroad Information

1. Estimated Number of Daily Train Movements				
1.A. Total Day Thru Trains (6 AM to 6 PM) 2	1.B. Total Night Thru Trains (6 PM to 6 AM) 2	1.C. Total Switching Trains 1	1.D. Total Transit Trains 0	1.E. Check if Less Than One Movement Per Day How many trains per week?
2. Year of Record 2014	View Another Crossing Record button			

Speed (mph) 150
Change Over Crossing (mph) from 150 to 100

View Another Crossing Inventory Record Exit

Save a PDF Copy **Save a PDF copy of the crossing record**

View Privacy Policy | Contact Us

Figure 24. Online Grade Crossing Inventory Form (Railroad Data Only) in View Mode

Update an Existing Crossing Inventory Record

The **Update an Existing Crossing Inventory Record** page provides you with the ability to (1) update crossing records, whether they were previously saved, (2) update crossing records submitted through the File Upload interface but failed validation, (3) update successfully submitted crossing records that have been published to the National Crossing Inventory, or (4) only update the Quiet Zone information (without loading the Full Inventory Record form).

The following section takes you through the process of updating a record and saving a PDF

Federal Railroad Administration Highway-Rail Crossing Division

copy of that record.

1. Click the **Update Crossings** tab in the top navigation (or the **Update an Existing Crossing** link on the home page). The following page will display as depicted in Figure 25.

The screenshot shows the 'Update an Existing Crossing Inventory Record' page. At the top, there is a navigation bar with the 'Federal Railroad Administration' logo and the text 'Office of Safety Analysis'. Below this is a horizontal menu with tabs: 'Home', 'View Crossings', 'Update Crossings' (which is highlighted), 'Add New Crossing', 'File Upload', 'User Management', 'Admin Tools', 'Reports', and 'Help'. The main content area has the title 'Update an Existing Crossing Inventory Record' and a breadcrumb trail 'GCIS Home > Update Existing Crossing'. A paragraph explains that the page allows updating a crossing inventory record. Below this is a form with the following fields: 'Enter Crossing Number:' with a text input box; a note stating 'Note: Crossing Number must be six digits followed by a letter.'; 'Quiet Zone Update?' with a dropdown menu showing 'No'; 'Quiet Zone' with radio buttons for 'No', '24 hr', 'Partial', and 'Chicago Excused'; and 'Date Established' with a date picker. An 'Update' button is located at the bottom left of the form. At the very bottom of the page, there is a footer with the links 'View Privacy Policy | Contact Us'.

Figure 25. Update an Existing Crossing Inventory Record Page

2. Enter the **Crossing Number**.
3. Select **Yes** for the **Quiet Zone Update?** field if you are providing updated Quiet Zone information or leave the default value of **No** if no update will be made.
 - a. If **Yes** was selected, the radio button controls for Quiet Zone will be enabled.
 - b. If **24 hr**, **Partial**, or **Chicago Excused** was selected, the **Date Established** field will be enabled and will require you to select a date.
4. For the **Railroad** field, select the name of the **Primary Operating Railroad**.
5. Press the **Update** button.

Note: If the Crossing Number entered is invalid or does not exist, the system will display an error message indicated in red.

- a. If **Yes** was selected for **Quiet Zone Update?**, when the **Update** button is pressed, the system will submit and update the Quiet Zone information. The Online Grade Crossing Inventory Form will not be loaded.
- b. If **No** was selected for **Quiet Zone Update?**, when the **Update** button is pressed, if the crossing number entered was found, the system will display the Online Grade Crossing Inventory Form with the crossing data populated in the

appropriate fields of the form.

- c. Once the record is loaded, you may begin to update the fields where needed (Figure 26).

Note:

- Box **A. Submission Date** will automatically default to the current date. You may change this date to a past date. It is recommended to select the date when the crossing record was postmarked.
- Box **B. Reporting Agency** will automatically default to **FRA Internal**. You may change this value by selecting **Railroad**, **State**, or **Transit**. If you press the Save or Submit button, the record will be saved as that agency and you will no longer be able to change this value back to **FRA Internal**.
- Depending on the value selected for box **C. Reason for Update**, certain fields will be disabled since updates for those fields are not required. For example, by selecting **Change in Primary Operating RR**, Part I.1 Primary Operating Railroad field will be enabled allowing you to select another agency. Otherwise, this field will populate based on the agency selected from the **Update Existing Crossing** page and the field will be disabled.
- Box **D. DOT Crossing Inventory Number** will automatically populate with the Crossing Number entered on the **Update an Existing Crossing Inventory Record** page.

Federal Railroad Administration Highway-Rail Crossing Division

Online Grade Crossing Inventory

GCIS Home > Update Existing Crossing > **Save a PDF copy of the crossing record**

Crossing ID = 061625P

Part I Part II Part III Parts IV and V

Instructions for the initial reporting of the following types of new or previously unreported inventory Form, with the exception of Part I Item 20 and Part III Item 2.K. For private highway grade crossings (including and the Submission Information section. For public pathway grade crossings (including and the Submission Information section. For Private pathway grade crossings, complete the section. For grade-separated highway rail or pathway crossings (including pedestrian station Information section. For changes to existing data, complete the Header, Part I Items 1-3, and the Submission Information section, in addition to the updated data fields. An asterisk * denotes an optional field.

Auto-populated based on the Crossing Number entered on the previous page

A. Submission Date: 10/30/2015

B. Reporting Agency: ☐ Railroad ☐ State ☐ Transit ☒ FRA Internal

C. Reason for Update: Select One.....

D. DOT Crossing Inventory Number: 061625P

Part I

1. Project Name: BN

2. County: ISANTI

3. County: ISANTI

4. Crossing Type: ☒ In ☐ Near CAMBRIDGE

5. Street/Road Name & Block Number: 11TH AV SE (Street/Road Name) * (Block Number)

6. Highway Type & No: MN 45

7. Do Other Railroads Operate a Separate Track at Crossing? ☐ Yes ☒ No

8. Do Other Railroads Operate Over Your Track at Crossing? ☒ Yes ☐ No

If Yes, Specify RR: Canadian Pacific Railway Comp. Union Pacific Railroad Company

9. Railroad Division or Region: TWIN CITIES ☐ None

10. Railroad Subdivision or District: HINCKLEY ☐ None

11. Branch or Line Name: BOYL-COON CREEK ☐ None

12. RR Milepost: 0107.96 (prefix) nnnn.nnn (suffix)

13. Line Segment *: 0028

14. Nearest RR Timetable Station *: CAMBRIDGE

15. Parent RR (if applicable): Select One..... ☒ N/A

16. Crossing Owner (if applicable): Select One..... ☒ N/A

17. Crossing Type: ☒ Public ☐ Private

18. Crossing Purpose: ☒ Highway ☐ Pathway, Ped. ☐ Station, Ped.

19. Crossing Position: ☒ At Grade ☐ RR Under ☐ RR Over

20. Public Access (If Private Crossing): ☐ Yes ☒ No

21. Type of Train (Check all that apply): ☐ Freight ☐ Intercity Passenger ☐ Commuter ☐ Transit ☐ Shared Use Transit ☐ Tourist/Other

22. Average Passenger Train Count Per Day: ☐ Less Than One Per Day ☐ Number per day 0

23. Type of Land Use: ☐ Open Space ☐ Farm ☒ Residential ☐ Commercial ☐ Industrial ☐ Institutional ☐ Recreational ☐ RR Yard

24. Is there an Adjacent Crossing with a Separate Number? ☐ Yes ☒ No If Yes, Provide Crossing Number

25. Quiet Zone (FRA Provided): ☒ No ☐ 24 hr ☐ Partial ☐ Chicago Excused Date Established

26. HSR Corridor ID: ☐ N/A

27. Latitude in decimal degrees (WGS84 std nn.nnnnnn): 45.5619500

28. Longitude in decimal degrees (WGS84 std -nnn.nnnnnn): -93.2249493

29. Lat/Long Source: ☒ Actual ☐ Estimated

30.A. Railroad Use *

31.A. State Use * F1553

30.B. Railroad Use *

31.B. State Use *

30.C. Railroad Use *

31.C. State Use *

30.D. Railroad Use *

31.D. State Use *

32.A. Narrative (State Use) *

33. Emergency Telephone No. (Posted): 800-832-5

34. Railroad Contact Telephone No.: 817-352-1549

35. State Contact (Telephone No.):

Save a PDF copy of the crossing record

Save to update at a later time

Submit for validation

Save Submit

Figure 26. Online Grade Crossing Inventory Form (Full Inventory Record) in Update Mode

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6. At any point in time, you can save a copy of the record by pressing the **Save** button. Once saved, the crossing will be available in the **Pending Crossings Records** table on the home page. You may come back at a later time to update the record by pressing the **Edit** button.

Note: If you changed field **B. Reporting Agency** from **FRA Internal** to either **Railroad**, **State**, or **Transit**, when saved, the next time the record is loaded, this field will be disabled and you will not be allowed to change the value.

7. When you are ready to submit the crossing record for error checking and validation processing, press the **Submit** button located at the bottom of the form.
 - a. If the record failed any validation rules, the system will display a message indicating that the record contains validation errors (Figure 27), and then you must press the **Ok** button to view a list of all errors that failed validation. The errors will be displayed in a panel located above the form listing the field(s) that failed and a brief description of the error (Figure 28). You can submit the record multiple times until there are no longer any validation errors.

The screenshot shows a web form for entering crossing data. A blue modal box is centered over the form with the text: "This record contains validation errors. Please correct the errors, and then press the Submit button." Below the text is an "Ok" button. The form fields visible include: 24. Is there an Adjacent Crossing with a Separate Number? (Yes/No), 25. Quiet Zone (FRA Provided) (No/24 hr/Partial/Chicago Excused), 26. HSR Corridor ID, 27. Latitude in decimal degrees, 28. Longitude in decimal degrees, 29. Lat/Long Source (Actual/Estimated), 30.A. Railroad Use, 30.B. Railroad Use, and 31.B. State Use.

Figure 27. Message Indicating the Record Failed Validation

The screenshot shows the "Online Grade Crossing Inventory Form" with the "Validation Error Panel" open. The panel lists four errors with their codes and descriptions, and the section they belong to. The errors are: 129 Field I.11: Please enter the Branch or Line Name. If this does not apply, answer with "None". (Part I: Location and Classification Information), 161 Field I.15: Please provide the name of the Parent Railroad. If this does not apply, answer with N/A. (Part I: Location and Classification Information), 162 Field I.16: Please provide the name of the Crossing Owner. If this does not apply, answer with N/A. (Part I: Location and Classification Information), and 028 Field I.21: Type of Train Service must be selected. (Part I: Location and Classification Information). The form also shows the "Crossing ID = 626889A" and a "Save a PDF Copy" button. The "Validation Error Panel" is highlighted with a red box and a callout. The form includes tabs for Part I, Part II, Part III, and Parts IV and V. The bottom section contains fields for A. Revision Date (08/26/2014), B. Reporting Agency (Railroad, State, Transit, FRA Internal), C. Reason for Update (Change in Data), and D. DOT Crossing Inventory Number (626889A).

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Figure 28. Panel Displaying Validation Errors

- b. If the record passed all validation checks, the system will display a confirmation message as shown in Figure 29. You can save a copy of the submitted crossing record in PDF format by pressing the **Save a PDF Copy** button, or exit the form and return to the home page by pressing the **Exit** button.

3.E. Total Count of Flashing Light Pairs: 9

3.F. Installation Date of Current Active Warning Devices: (MM/YYYY) ☒ Not Required

3.G. Wayside Horn: ☐ Yes ☒ No Installed on (MM/YYYY)

3.H. Highway Traffic Signals Controlling Crossing: ☐ Yes ☒ No

3.I. Bells (count): 2

3.J. Non-Train Active Warning: ☒ Flagging/Flagman ☐ Manually Operated

4.A. Does Nearby Hwy Intersection have Traffic Signals? ☒ Yes ☐ No

4.B. Hwy Traffic Signal Interconnection: ☐ Not Interconnected ☒ For Traffic Signals ☐ For Warning Signs

4.C. Highway Traffic Signal Preemption: ☒ Simultaneous ☐ Advanced

4.D. Highway Traffic Signal Storage Distance: *

4.E. Highway Traffic Signal Stop Line Distance: *

6. Highway Monitoring Device (Check all that apply): ☐ Yes-Photo/Video Recording ☐ Yes-Vehicle Presence Detection ☒ None

Buttons: Save, Submit

Figure 29. Submission Successful Confirmation Message

If the **Save a PDF Copy** button was pressed, the browser will prompt you to either **Open** or **Save** a copy of the file (IE Browser). Pressing the **Open** button will open the file in your version of Adobe installed on your computer. To save the file in a location on your computer, press the down arrow located next to the Save button, and then select **Save as**. Your computer will display a popup dialog box allowing you to choose a location on your computer to save the file. When you are ready, press the **Save** button. To exit without saving the file, press the **Cancel** button (Figure 30).

Note: The steps to saving a file varies depending on if your computer is running on Windows or Mac and the type of browser you have installed on your computer (Internet Explorer, Firefox, Safari, etc.).

Flashing Light Pairs: 9

Active Warning Devices: (MM/YYYY) ☒ Not Required

Controlling Crossing: ☐ Yes ☒ No (count): 2

3.J. Non-Train Active Warning: ☒ Flagging/Flagman ☐ Manually Operated

4.A. Does Nearby Hwy Intersection have Traffic Signals? ☒ Yes ☐ No

4.B. Hwy Traffic Signal Interconnection: ☐ Not Interconnected ☒ For Traffic Signals ☐ For Warning Signs

4.C. Highway Traffic Signal Preemption: ☒ Simultaneous ☐ Advanced

4.D. Highway Traffic Signal Storage Distance: *

4.E. Highway Traffic Signal Stop Line Distance: *

6. Highway Monitoring Device (Check all that apply): ☐ Yes-Photo/Video Recording ☐ Yes-Vehicle Presence Detection ☒ None

Buttons: Exit, Save a PDF Copy

Click to open the PDF file

Press the down arrow and select Save as to save a copy in a location on your computer

Press to exit without saving the file

Do you want to open or save 626889A_08262014.pdf (430 KB) from test.fra.dot.gov?

Buttons: Open, Save, Cancel

Figure 30. Open or Save the PDF Crossing Record

Add a New Crossing Inventory Record

The **Add a New Crossing Inventory Record** page provides you with the ability to submit data for a new crossing that is not in the National Crossing Inventory.

1. Click the **Add New Crossing** tab in the top navigation (or the **Add a New Crossing** link on the home page). The following page will display as depicted in Figure 31.

The screenshot shows the 'Add a New Crossing Inventory Record' page for Railroad Users. The page header includes the Federal Railroad Administration logo and the text 'Office of Safety Analysis'. The navigation bar has tabs for Home, View Crossings, Update Crossings, Add New Crossing (selected), File Upload, User Management, Admin Tools, Reports, and Help. The main content area has the title 'Add a New Crossing Inventory Record' and a breadcrumb 'GCIS Home > Add New Crossing'. A message states: 'This page will allow you to add a new crossing inventory record. To add a new record, enter the Crossing Number provided in the field below, then press the Add button.' The form includes a text input for 'Enter Crossing Number:', a note 'Note: Crossing Number must be six digits followed by a letter.', a dropdown for 'Railroad:' with 'Select One.....' as the selected option, and two radio buttons for 'Submission Type:'. The first radio button is 'I am a Primary Operating Railroad submitting a new crossing record.' and the second is 'I operate a separate track and am submitting only my unique railroad data.' There is an 'Add' button at the bottom left of the form. The footer contains links for 'View Privacy Policy' and 'Contact Us'.

Figure 31. Add a New Crossing Inventory Record Page (Railroad Users)

2. Enter the **Crossing Number**.
3. Select the name of the **Primary Operating Railroad** for the **Railroad** field.
4. For **Submission Type**, select the appropriate radio button as follows:
 - If you are adding a new crossing on behalf of the Primary Operating Railroad, then select **I am a Primary Operating Railroad submitting a new crossing record**. By selecting this option, the system will display the full [Online Grade Crossing Inventory Form \(Full Inventory Record\)](#).
 - If you are adding a new crossing for a Railroad agency that operates a separate track at a crossing associated with a different Primary Operating Railroad, then select **I operate a separate track and am submitting only my unique railroad data**. If this submission type was selected, change the **Railroad** field to the

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name of the agency for which you are submitting their unique Railroad data. By selecting this option, the system will display the [Online Grade Crossing Inventory Form \(Railroad Data Only\)](#) with only certain fields required for Part I and II of the form.)

5. Press the **Add** button.

Note: *If the Crossing Number entered is invalid or already exists, the system will display an error message indicated in red.*

6. Once the form is loaded, the following fields will be pre-populated:

- a. A. Submission Date
- b. B. Reporting Agency
- c. D. DOT Crossing Inventory Number
- d. I.1 Primary Operating Railroad

7. Complete the remaining fields (Part I – V) of the form.

Note: *The Instructions located above the Header contains information regarding what parts of the form must be completed based on Crossing Type (Private or Public), Crossing Purpose (Highway, Pathway Pedestrian, Station Pedestrian), and Crossing Position (at Grade, RR Under, RR Over).*

8. At any point in time, you can save a copy of the record by pressing the **Save** button. Once saved, the crossing will be available in the **Pending Crossings Records** table on the home page. You may come back at a later time to update the record by pressing the **Edit** button.
9. When you are ready to submit the new crossing record for error checking and validation processing, press the **Submit** button located at the bottom of the form.
 - a. If the record failed some validation rules, the system will display a message indicating that the record contains validation errors (see Figure 27), and then you must press the **Ok** button to view a list of all errors that failed validations. The errors will be displayed in a panel located above the form listing the field(s) that failed and a brief description of the error (see Figure 28). You can submit the record multiple times until there are no longer any validation errors.
 - b. If the record passed all validation checks, the system will display a confirmation message asking whether you would like to exit the form or save a PDF copy of the record on your computer (Figure 28). You can save a copy of the submitted crossing record in PDF format by pressing the **Save a PDF Copy** button, or exit the form and return to the home page by pressing the **Exit** button.

File Upload

The **Upload Multiple Crossing Records** page provides you the ability to view files that have been uploaded and submitted by Railroad, State, and Transit users. Railroad, State, and Transit users will have the ability to download a copy of the Railroad and State FRA approved Excel template from this page. As a GCIS Admin, FRA Admin, or Data Tech Analyst, the Excel template will not be available for download on this page. Instead, you can download a copy of the Excel template using the **Reference Documents** section on the **Help** page.

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The following section takes you through the process of understanding the FRA Approved Excel template, view files submitted through the **Upload Multiple Crossing Records** page, and download error and crossing reports that were submitted, but failed validation.

Note: *All records submitted through the File Upload interface must use the FRA approved Excel template. Otherwise, the system will reject the entire submission.*

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Workflow

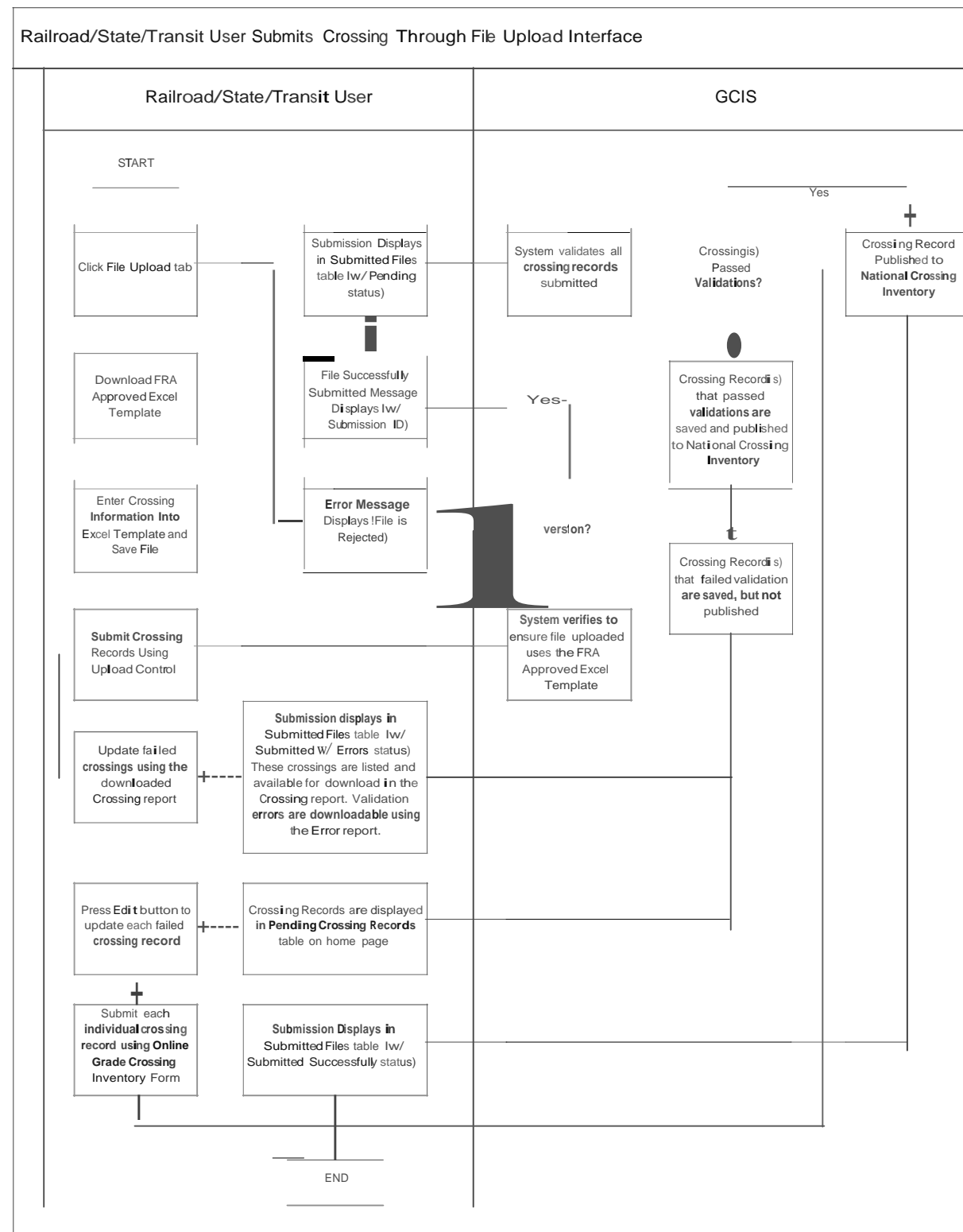


Figure 32. File Upload Workflow Process

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FRA Approved Excel File Template

Download the Excel File

1. Click on the **Help** tab located in the top navigation.
2. Then click on the **Reference Documents** tab within the **GCIS Help** page. The following page displays (Figure 33).



Figure 33. FRA Approved Excel Template on GCIS Help page

3. Click on the links for the **Grade Crossing Inventory Form Template v2.1.0.0 Rel 10-02-2015 – Railroad Submitting Full Inventory Form**, **Grade Crossing Inventory Form Template v2.1.0.0 Rel 10-02-2015 – Railroad Submitting Only Train Count Data**, or **Grade Crossing Inventory Form Template v2.1.0.0 Rel 10-02-2015 – State** link to start the file download process.

Note: The steps to saving a file varies depending on if your computer is running on Windows or Mac and the type of browser you have installed on your computer (Internet Explorer, Firefox, Safari, etc.). The steps documented below are for users using Internet Explorer (IE) browser.

4. A popup dialog box will display asking what you want to do with the file. You can either select the **Open**, **Save**, or **Save as** button. Click on the **Save as** button.

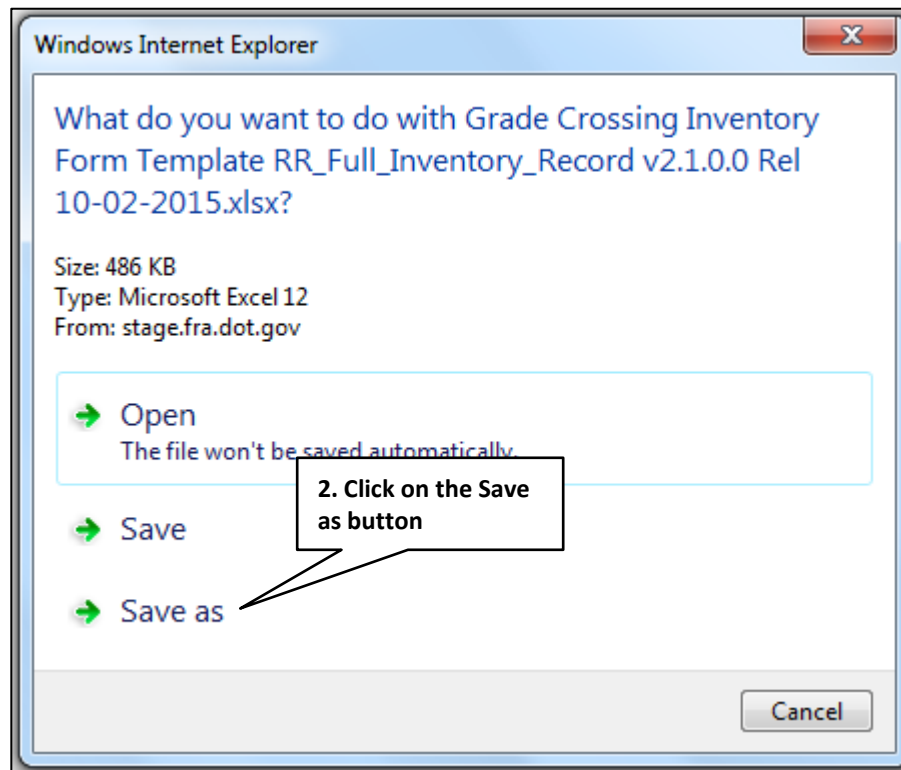


Figure 34. Download the FRA Approved Excel Template

5. A **Save As** Windows dialog box will display with a listing of the files directory on your computer.
6. Navigate to the location where you want to save the file. At the bottom of the **Save As** Windows dialog box, there is a field called **File name**. Type in the name of the file you want to save, and then press the **Save** button.
Note: The file must be saved with an .xlsx extension, which is only supported by Microsoft Excel 2007 or newer.
7. Navigate to the directory where you saved the file to confirm that it is there.

Understanding the FRA Approved Excel File

This section provides a description on how to read, navigate, and understand the FRA Approved Excel file.

1. Continuing from the previous section, navigate to the directory where you saved the file and select it to open the Excel file.
Note: The file has an extension of .xlsx and can only be opened using Microsoft Excel 2007 or newer in order to work properly.
2. At a quick glance, the Excel file contains the following features:
 - a. The Header and Parts I – V are divided into 6 sections, all distinguished by different colors.
 - b. The worksheet is labeled as U.S. DOT Crossing Inventory.
 - c. Rows 1 – 4 displays the section, field names and numbers.

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- d. Fields that contain a predetermined list of values will be available for selection. For example, B. Reporting Agency will allow you to only select **Railroad**, **State**, or **Transit**.
- e. Some fields have validations enforced, therefore, you must correct the error prior to continuing. For example, I.2. State will require you to enter only 2 alpha characters, which is the abbreviation for the State where the crossing resides. Figure 33 depicts the error message displayed for this example.

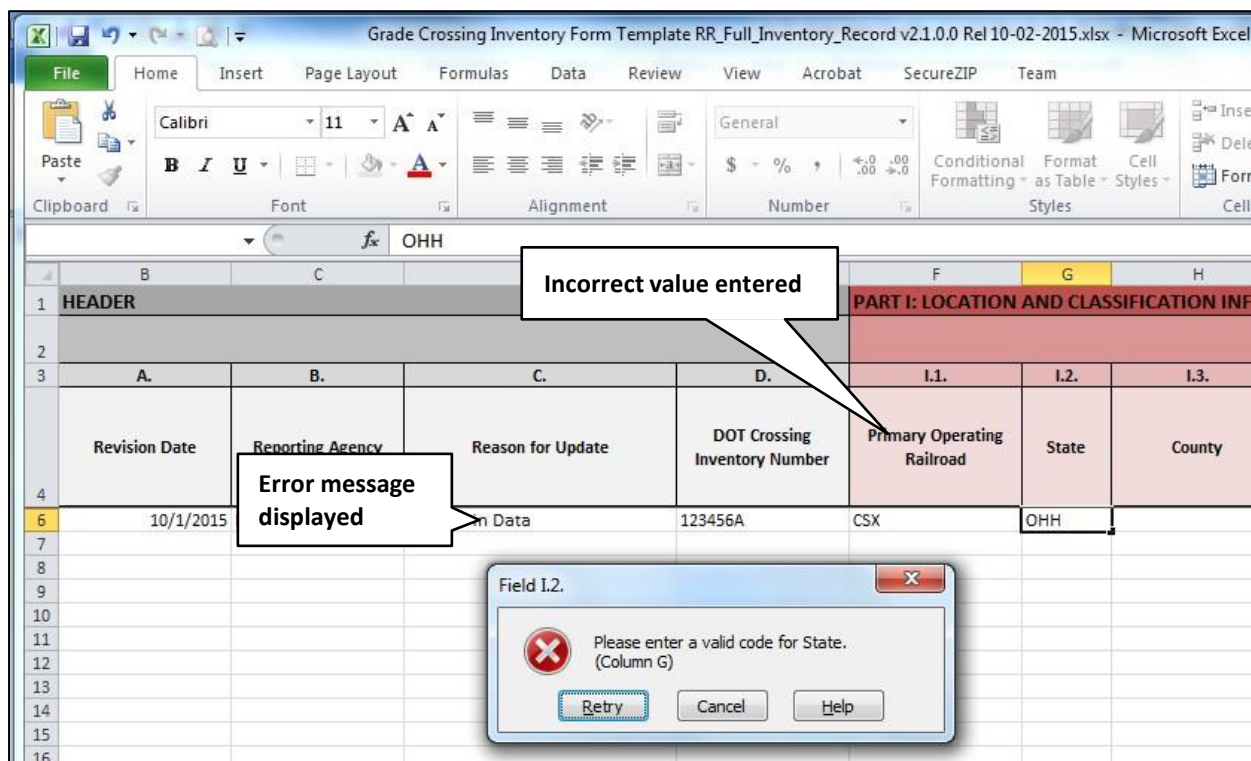


Figure 35. State Field Failed Validation Requirement

- f. Any fields marked with a black asterik (*) indicates that it is an optional field and does not require a value.
 - g. If you have opened the FRA Approved State template, some fields will not be available to State users. For example, fields I.7 – I.12 are not available and therefore are not displayed in the file.
3. Railroad, State, and Transit users have been instructed to use a naming convention when saving the file. Although it is recommended, they are not required to use the naming convention as listed in Table 1 below.

Table 1. File Upload Naming Convention

Railroad File Name Format:	State File Name Format:
GXRR_RAILROADCODE_MMDDYYYY.XLSX	GXST_STATEABBREVIATION_MMDDYYYY.XLSX

Upload and Submit Using the FRA Approved Excel File

As a GCIS Admin, FRA Admin, or Data Tech Analyst, you are not allowed to upload and submit crossing data using the Excel file. For this reason, the upload control is not available.

Submission Status

As an Application Administrator, you will have the ability to view the status of all files that have been submitted through the File Upload control from Railroad, State, and Transit agencies. The submitted files will contain one of the three statuses listed below:

- **Pending** – awaiting for the system to process the crossing records
- **Successfully Submitted** – all crossing records have passed validation and were published to the National Crossing Inventory
- **Submitted w/ Errors** – one or more crossing records contains validation errors

The submission status is listed under the **Current Status** column.

Download the Error Report

For each failed submission, the system will provide you with the ability to download a report listing all the errors that were returned for each crossing that failed validation. The Errors report is the same report as what Railroad, State, and Transit users receive.

The following section takes you through the steps of downloading the error report.

1. On the **Upload Multiple Crossing Records** page, you can search for submitted files using the **Submission ID**, **Status**, **Agency Type**, and **Agency** fields provided. For example, to search for failed records that were submitted by CSX, complete the following steps:

- a. Status = Submitted w/ Errors
- b. Agency Type = Railroad
- c. Agency = CSX Transportation [CSX]

The system will return all submissions based on the criteria set. You can find these submissions listed under the **Submitted Files** section.

2. Locate the file that you would like to view the validation errors and click on the **Errors** button located under the **Error Report** column.
3. For Internet Explorer (IE) browser users, you will see a download banner located at the bottom of the browser (Figure 36) with the option to **Open**, **Save**, or **Cancel**. Click on the down arrow located next to the **Save** button, and then select **Save as**.

Note: The steps to saving a file varies depending on if your computer is running on Windows or Mac and the type of browser you have installed on your computer (Internet Explorer, Firefox, Safari, etc.). The steps documented below are for users using Internet Explorer (IE) browser.

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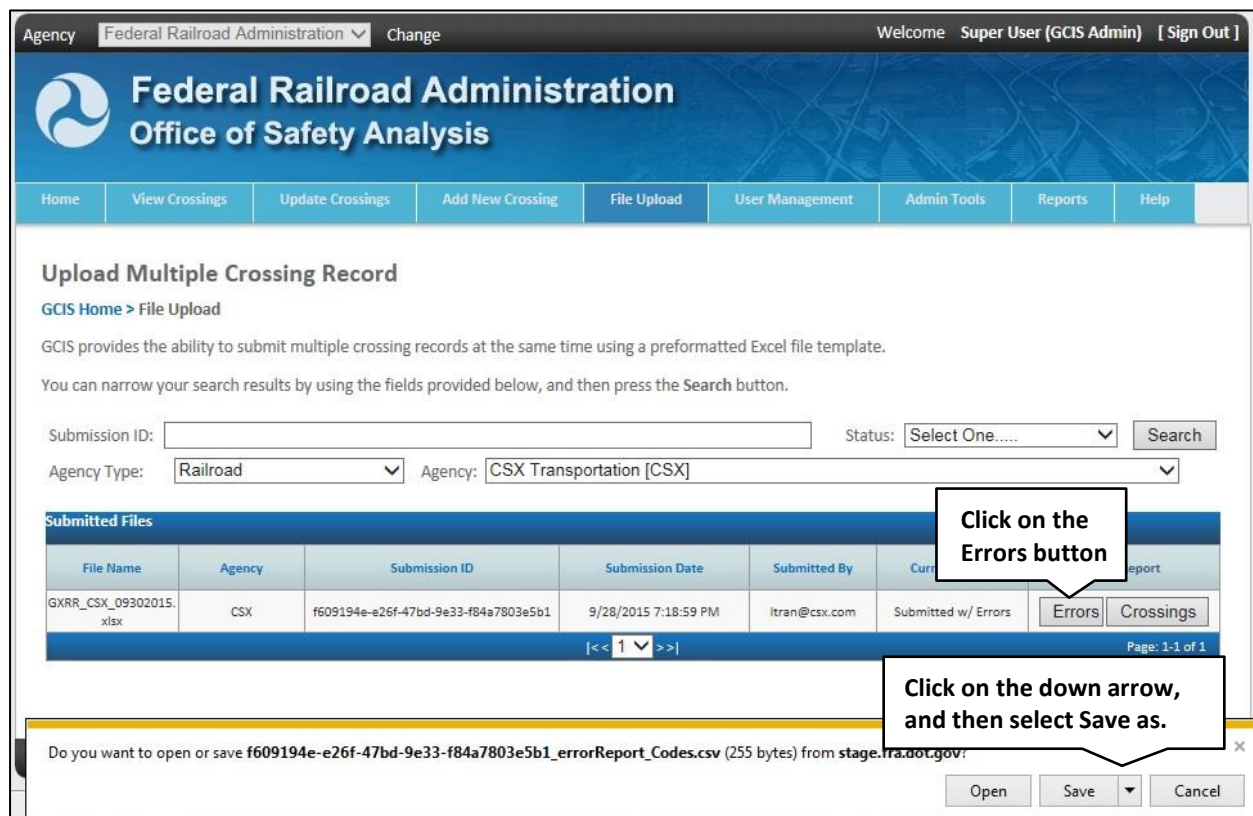


Figure 36. IE Browser User – Prompt to Download the File

4. A **Save as** windows dialog box will open displaying your computer's file directory. Navigate to the location where you want to save the file, enter a friendly name into the **File name** field, and then press the **Save** button.

Download the Crossing Report

For files that were submitted containing crossing records that failed validation checks, in conjunction to the error report, the system will also allow you to download the failed crossings into the FRA Approved Excel template.

The following section takes you through the steps of downloading the crossing report.

1. Continuing from Step 2 of the previous section, click on the **Crossings** button located under the **Error Report** column.
2. For Internet Explorer (IE) browser users, you will see a download banner located at the bottom of the browser with the option to **Open**, **Save**, or **Cancel**. Click on the down arrow located next to the **Save** button, and then select **Save as**.
Note: The steps to saving a file varies depending on if your computer is running on Windows or Mac and the type of browser you have installed on your computer (Internet Explorer, Firefox, Safari, etc.).
3. A **Save as** windows dialog box will open displaying your computer's file directory. Navigate to the location where you want to save the file, enter a friendly name into

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the **File name** field, and then press the **Save** button.

- Once the file is saved, you may now open it to view the crossing records that failed validation.

Note: As an Application Administrator of GCIS, you may view any crossing records that were submitted and failed validation from the [Pending Crossing Records](#) table on the home page.

File Download

The **Download Crossing Records** page provides internal admins the ability to download all requested crossing records that have been published out to the National Crossing Inventory Records database into the preformatted FRA Approved Excel file template.

Depending on the number of crossing records that are available for the requested agency, their request may take up to 48 hours to process. Once the file(s) have been generated and available for download, the **Download** button will be enabled.

The following section takes you through the process of downloading a copy of the file.

- Hover the **File Upload** tab located in the top navigation and then select **Downloads**.




Figure 37: Accessing the Downloads Page

- On the **Download a Crossing Records** page, you should see a listing of all submitted request(s) by Railroad, Transit, or State agencies in the **Data Files** table.

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Agency Federal Railroad Administration Change

Welcome Super User (GCIS Admin) [Sign Out]



Federal Railroad Administration
Office of Safety Analysis

[Home](#) | [View Crossings](#) | [Update Crossings](#) | [Add New Crossing](#) | [File Upload](#) | [User Management](#) | [Admin Tools](#) | [Reports](#) | [Help](#)

Download Crossings Records

[GCIS Home](#) > [File Download](#)

GCIS provides you the ability to download all crossing records (for your agency) that have been published out to the National Crossing Inventory Records database into the preformatted FRA Approved Excel file template. A request must be submitted by pressing the "Submit a Download Request" button. Once the file has been generated, the "Download" button will be enabled. Depending on the number of crossing records are available for your agency, the request could take up to 48 hours to process. In addition, the files will be compressed and included in a ZIP file. You must have a ZIP extractor in order to open the file(s).

Note: You may only submit one request at a time. If a new request is submitted, the previous file will no longer be available for download.

Data Files

Id	File Type	Agency	Request Date	Requested By	Current Status	File	File
9	Full	KS	1/11/2016 7:59:33 AM	lpeters1983@yahoo.com	Ready	KS.zip	Download
10	Full	EIRC	1/11/2016 8:03:45 AM	lindsaywpeters@gmail.com	Ready	EIRC.zip	Download
13	Full	CSX	1/11/2016 9:24:05 AM	ltran@csx.com	Ready	CSX.zip	Download
15	Full	BNSF	1/11/2016 9:31:45 AM	ltran@bnsf.com	Error		Download
16	Full	EIRC	1/12/2016 10:14:20 AM	lindsaywpeters@gmail.com	Pending		Download
17	Full	KS	1/12/2016 10:59:03 AM	lpeters1983@yahoo.com	Pending		Download
18	Full	CSX	1/12/2016 2:39:49 PM	ltran@csx.com	Pending		Download
19	Full	UP	1/12/2016 2:47:16 PM	ltran@up.com	Pending		Download

[View Privacy Policy](#) | [Contact Us](#)

Figure 38: Data Files Table

- Click on the **Download** button.
- For Internet Explorer (IE) browser users, you will see a download banner located at the bottom of the browser (Figure 48) with the option to **Open**, **Save**, or **Cancel**. Click on the down arrow located next to the **Save** button, and then select **Save as**.

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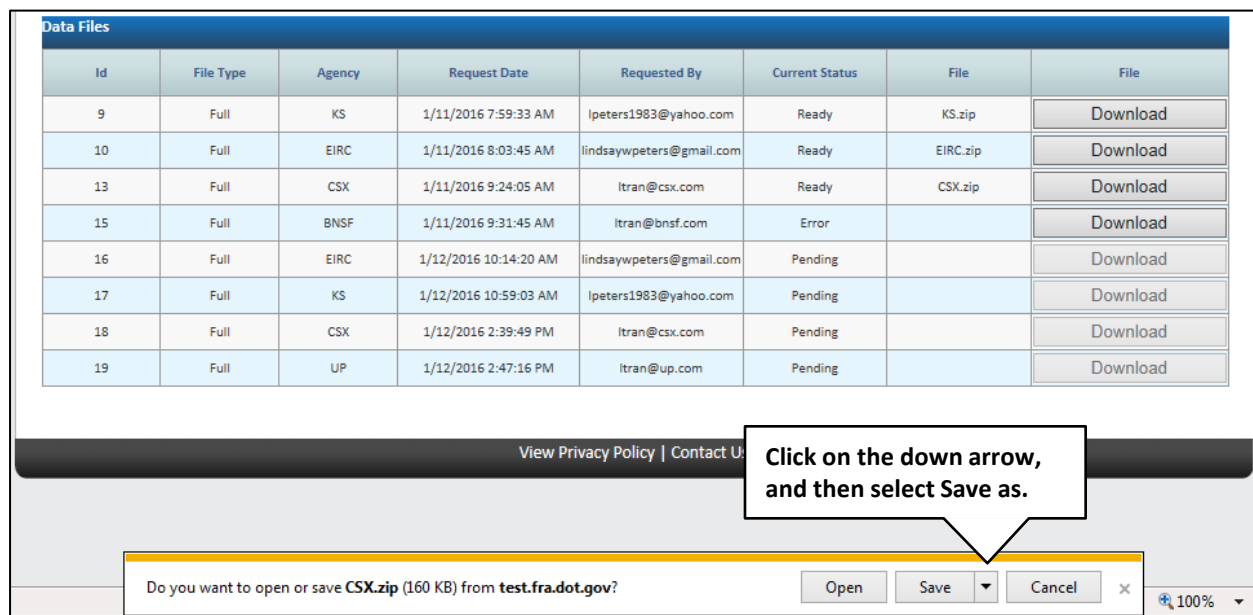


Figure 39: IE Browser User Prompting to Download the File

5. A **Save as** windows dialog box will open displaying your computer's file directory. Navigate to the location where you want to save the file, enter a friendly name into the **File name** field, and then press the **Save** button.
6. Find a location on your computer to save the file. In the **File name** file, you may rename the file (if you wish), and then press the **Save** button.
7. Once the file is save, use a ZIP extractor to extract the Excel file.

User Management

Use the **Manage GCIS Users** page to update your profile information, manage all registered GCIS users, and create new users with the role of GCIS Admin, FRA Admin, or Data Tech Analyst. You may also create new delegation requests from this page.

Note: Only user(s) with the role of GCIS Admins can create another GCIS Admin user. User(s) with the role of FRA Admins and Data Tech Analyst can only create another FRA Admin or Data Tech Analyst account, but not a GCIS Admin account.

Understanding the User Management Page

This section provides a description on how to read, navigate, and understand the Manage GCIS Users page (Figures 40 and 41).

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Agency: Federal RR Administration [FRA] Change

Welcome Super User (GCIS Admin) [Sign Out]

Federal Railroad Administration Office of Safety Analysis

GCIS Home | Add New Crossing | File Upload | User Management | Admin Tools | Reports | Help

Update your profile info (and any registered GCIS users)

GCIS Home | User Management

User Profile | Pending Users | Active Users | Inactive Users

Click to view list of all Pending, Active, and Inactive registered users

Manage My Profile

First Name: * Super Last Name: * User Phone Number: * 703-204-0090

Update My Profile

Manage My Users

Manage My Users section not visible

Click to save your changes

[View Privacy Policy](#) | [Contact Us](#)

Figure 40. Manage GCIS Users Home Page (View for GCIS Admin & Data Tech Analyst)

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The screenshot shows the 'Manage GCIS Users Home Page' for an FRA Admin. At the top, there's a header with the agency name 'Federal RR Administration [FRA]' and a 'Welcome John Doe (FRA Admin) [Sign Out]' message. Below this is the 'Federal Railroad Administration Office of Safety Analysis' logo and a navigation bar with links: 'Add New Crossing', 'File Upload', 'User Management', 'Reports', and 'Help'. The main content area has a 'User Management' section with tabs for 'User Profile', 'Active Primary Users', and 'Inactive Primary Users'. A callout points to the 'User Profile' tab, stating 'Update your profile info (and any registered GCIS users)'. Another callout points to the 'Active Primary Users' tab, stating 'Click to view list of only Pending, Active, and Inactive Primary Users'. Below the tabs, there are two main sections: 'Manage My Profile' and 'Manage My Users'. The 'Manage My Profile' section contains input fields for 'First Name' (John), 'Last Name' (Doe), and 'Phone Number' (703-204-0090), with an 'Update My Profile' button. A callout points to this button, stating 'Click to save your changes'. The 'Manage My Users' section is currently empty. At the bottom, there are links for 'View Privacy Policy' and 'Contact Us'.

Figure 41. Manage GCIS Users Home Page (View for FRA Admin)

User Profile

This tab will be available and displayed to all registered GCIS users. In this section, you will be able to update your profile information along with any registered user of GCIS. To view and update your profile information, click on the section header labeled **Manage My Profile**. To manage and update registered GCIS users, click on the section header labeled **Manage My Users**.

Manage My Profile

You will be able to update your profile information by completing the **First Name**, **Last Name** or **Phone Number** field.

Once all updates have been made, press the **Update My Profile** button to save the changes.

The screenshot shows the 'Manage My Profile' section. It has a blue header with the text 'Manage My Profile'. Below the header, there are three input fields: 'First Name: * Super', 'Last Name: * User', and 'Phone Number: * 703-204-0090'. To the right of these fields is a button labeled 'Update My Profile'.

Figure 42. Manage My Profile Section

Manage My Users

This section will allow you the ability to update the profile of any registered GCIS user. You can also filter the list by entering a value into any of the fields provided (**First Name**, **Last Name**,

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Email Address) (Figure 43).

1. Click on the section header labeled **Manage My Users**.

Manage My Users
To view a list of all users, just press the **Search** button. You can narrow your search results by entering the user's first name, last name, or email address, then press the **Search** button.
First Name: Last Name: Email Address (Username):

First Name	Last Name	Email Address (Username)	User Role	Phone Number	Agency Code	Active Date	Deactivation Date	Account Locked?	Status	Comments (Optional)	Action
A	B	123456@de.com	Primary User	123-456-7890	DART	04/28/2014	06/23/2014	No	Inactive		Edit
Eprhem	Shiferaw2	a.little.lengthy.but.fine@dept.example.com	Primary User	900-000-0000	0000	09/19/2013	06/23/2014	No	Inactive		Edit
Test	Users	a@Test.users	FRA Admin	111-111-1111	FRA	12/27/2013	08/19/2014	No	Inactive		Edit
user	name	abcd@xyz.com	GCIS Admin	999-444-4444	FRA	12/06/2013		No	Active		Edit

Figure 43. Manage My Users Section

2. Locate the user you wish to update, and then press the **Edit** link located in the **Action** column. The system will change the fields in the selected row into editable fields (Figure 44). You can also click on any of the column header displayed in blue to sort the values in that column in ascending or descending order.

Manage My Users
To view a list of all users, just press the **Search** button. You can narrow your search results by entering the user's first name, last name, or email address, then press the **Search** button.
First Name: Last Name: Email Address (Username):

First Name	Last Name	Email Address (Username)	User Role	Phone Number	Agency Code	Active Date	Deactivation Date	Account Locked?	Status	Action
A	B	123456@de.com	Primary User	123-456-7890	DART	04/28/2014	06/23/2014	No	Inactive	
Eprhem	Shiferaw2	a.little.lengthy.but.fine@dept.example.com	Primary User	900-000-0000	0000	09/19/2013	06/23/2014	No	Inactive	
<input type="text" value="Test"/>	<input type="text" value="Users"/>	<input type="text" value="a@Test.users"/>	<input type="text" value="FRA Admin"/>	<input type="text" value="111-111-1111"/>	FRA	12/27/2013	08/19/2014	No	<input type="text" value="Inactive"/>	
user	name	abcd@xyz.com	GCIS Admin	999-444-4444	FRA	12/06/2013		No	Active	
A	Janovv	ajanovv@actionet.com	Primary User	703-204-0090	AVR	09/17/2013	08/19/2014	No	Inactive	

Figure 44. Selected Row in Edit Mode

3. Update the user's profile by performing any of the following actions listed below:
 - a. To update the profile information, enter the new information into the **First Name**, **Last Name**, and/or **Phone Number** field.
 - b. To deactivate a user's account, change the **Status** column from **Active** to **Inactive**. Deactivating a user's account will prevent the user from logging into GCIS. To reactivate a user's account, change the **Status** column from **Inactive** to **Active**. For an account that is being reactivated, the selected user will receive an email notification containing their temporary password and instructions to log in and reset their password.
 - c. To reset the user's password, check the box for **Reset Password?**. The selected user(s) will receive an email notification containing their temporary password

Federal Railroad Administration Highway-Rail Crossing Division

and instructions to log in and reset their password.

Note: Only accounts with the **Status** of **Active** can have their password reset. For **Inactive** accounts, the **Reset Password?** checkbox will not be visible.

- Once complete, press the **Update** link located in the **Action** column. To exit and cancel all changes, press the **Cancel** link. If the update was successful, the system will display a confirmation message in a popup window (Figure 45).
- You can also delete a user by selecting the **Delete** button in the **Delete?** column. When prompted as to whether you want to delete the selected account, select **Confirm** to delete or **Cancel** to cancel the request.

Note: Only one user may be updated at a time.

The screenshot shows the 'Manage My Users' interface. At the top, there's a search bar with fields for 'First Name', 'Last Name', and 'Email Address (Username)', and a 'Search' button. Below the search bar is a table with columns: First Name, Last Name, Email Address (Username), User Role, Phone Number, Agency Code, Active Date, Deactivation Date, Account Locked?, Status, Comments (Optional), and Action. The table contains several user entries. A blue popup message is displayed over the table, stating: 'The selected user's profile has been successfully updated. If a Password Reset was requested, an email notification has been sent to the user containing their temporary password.' Below the message is an 'Ok' button. The bottom of the interface shows a pagination control with '<< 1 >>' and a 'Page: 1 of 18' indicator.

First Name	Last Name	Email Address (Username)	User Role	Phone Number	Agency Code	Active Date	Deactivation Date	Account Locked?	Status	Comments (Optional)	Action
A	B	123456@de.com	Primary User	123-456-7890	DART	04/28/2014	06/23/2014	No	Inactive		Edit
Ephrem	Shiferaw2	a.little.lengthy.but.fine@dept.example.com	Primary User	900-000-0000	0000	09/19/2013	06/23/2014	No	Inactive		Edit
Test	Users	a@Test.us						No	Inactive		Edit
user	name	abcd@xyz.co						No	Active		Edit
A	Janovv	ajanov@actione						No	Inactive		Edit
Dom	Akumu	akumud@aol.com	Secondary User	301-111-2222	KCS	12/18/2013		No	Active		Edit
Vicki	Hoffman	albert_levy@comcast.net	Secondary User	301-123-4567	AB	12/23/2013	06/24/2014	No	Inactive		Edit
Vicki	Hoffman	allevy18@aol.com	Data Tech Analyst	301-946-4762	FRA	12/19/2013		No	Active		Edit
angelica	mamani	amamani@frasafety.com	Primary User	703-204-0090	KCS	09/17/2013	12/27/2013	No	Inactive		Edit
Mamani	Mamani	AMamani@frasafety.ent	GCIS Admin	703-204-0090	FRA	12/18/2013		No	Active		Edit

Figure 45. User Profile Information Update Successful Message

- Press the **Ok** button to return to the **Manage GCIS Users** page.

Pending/Active/Inactive Users

The **Pending Users** tab will be displayed only if the agency has newly registered accounts requiring review of the request and approval. The **Active Users** tab will be displayed listing all active users of GCIS. The **Inactive Users** tab will only be displayed if there are inactive users of GCIS (Figure 46).

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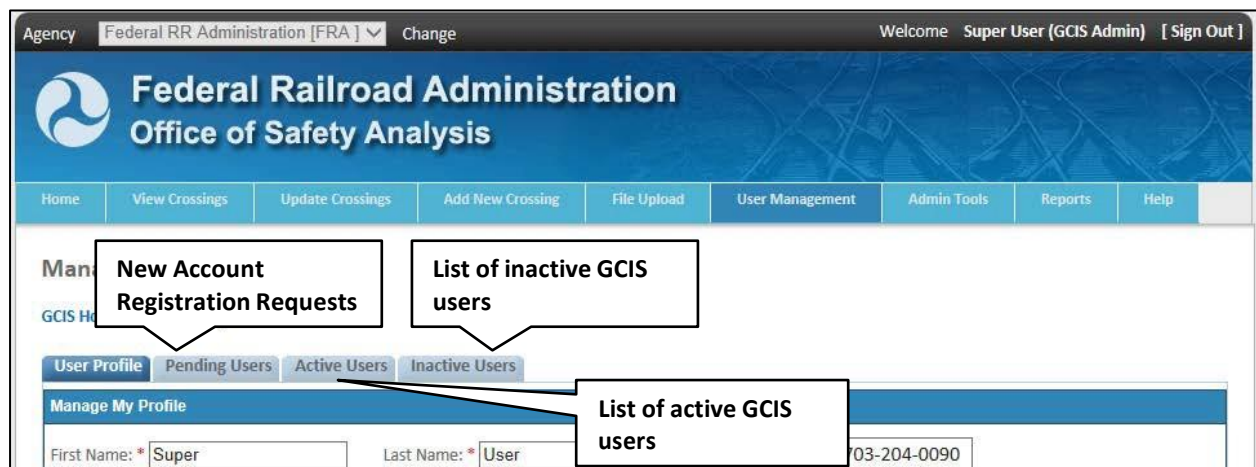


Figure 46. Pending/Active/Inactive Users Tab

Pending Users

1. Click on the **Pending Users** tab. The system will display a table listing all new registration requests for GCIS (Figure 47).

Note: A **Legend** will also be displayed providing a brief description of what each image located under the **Email Status** column means.

Federal Railroad Administration Highway-Rail Crossing Division

Agency: Federal RR Administration [FRA] Change

Welcome Super User (GCIS Admin) [Sign Out]

Federal Railroad Administration Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing File Upload User Management Admin Tools Reports Help

Manage

GCIS Home >

User Profile Pending Users Active Users Inactive Users

	Username	First Name	Last Name	Agency Type	Agency Code	Phone Number	User Role	Email Status	Comments (Optional)
<input type="checkbox"/>	kmitiku@pa.com	kelly	m	State	PA	575-225-5555	Secondary User		
<input type="checkbox"/>	pasu@pa.org				PA	939-3			
<input type="checkbox"/>	secondary1@cp.com				CP	666-8			
<input type="checkbox"/>	vickitest1@darttest.org	vicki	Morrison		DART	301-9			

Approve Reject

Legend

- The user's email address matches the primary user's email exchange
- The user's email exchange is unknown
- The user's email does not match the primary user's email exchange

Explanation of image located under Email Status column

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Figure 47. Pending Users Table

2. Check the box(es) located in the first column to select the user(s). Multiple users can be approved or rejected simultaneously.
3. The **Approve** and **Reject** buttons will be enabled. Press either the **Approve** button to accept the request or the **Reject** button to deny the request. For all users that were approved, an email notification will be sent to the user's email address (also their username) containing their temporary password along with instructions to reset their password.
4. Depending on the action taken (either Approved or Rejected), the system will display a confirmation message in a popup dialog box (Figure 48).

Federal Railroad Administration Highway-Rail Crossing Division

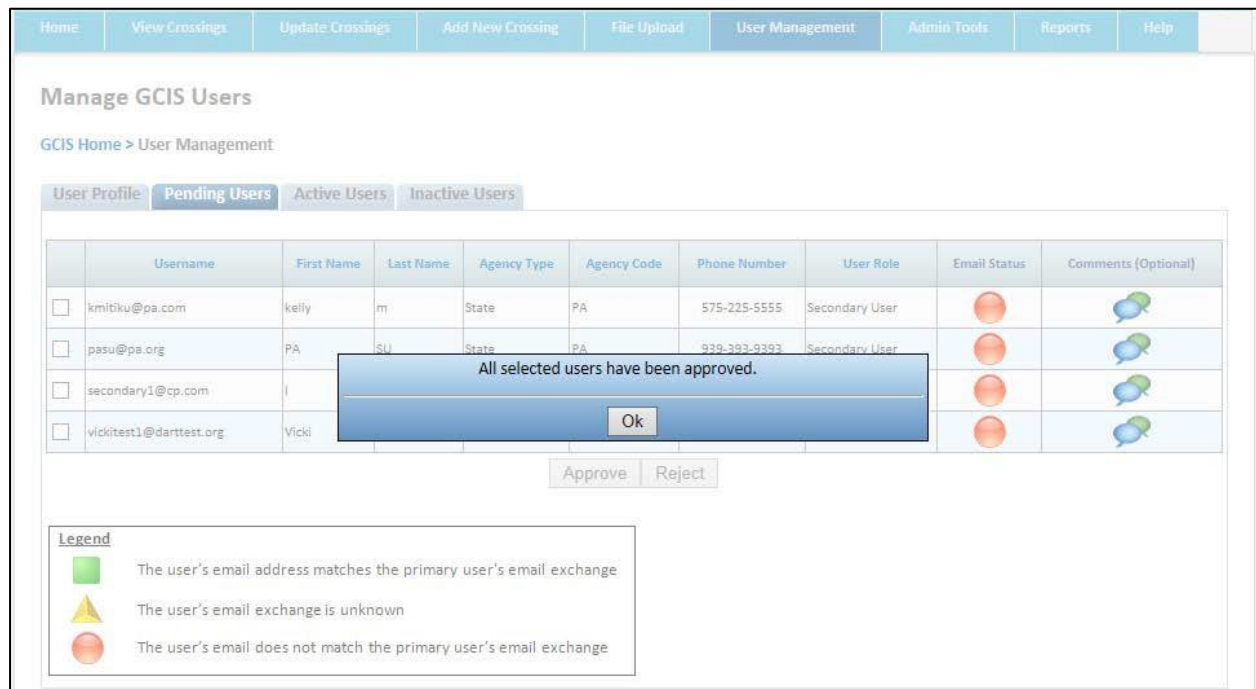


Figure 48. Confirmation Message for Approved Secondary Users

5. Press the **Ok** button to return back to the **Manage GCIS Users** page.
Note: If there are not any pending GCIS users, the **Pending Users** tab will no longer be displayed.

Active Users

1. Click on the **Active Users** tab. The system will display a table listing all active users of GCIS (Figure 49).
Note: A **Legend** will also be displayed providing a brief description of what each image located under the **Email Status** column means.

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Agency: Federal RR Administration [FRA] Change Welcome Super User (GCIS Admin) [Sign Out]

Federal Railroad Administration Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing File Upload User Management Admin Tools Reports Help

Manage GCIS Users

GCIS Home > User Management > Active Users

Select user(s) by checking this box

	Username	First Name	Last Name	Agency Type	Agency Code	Phone Number	User Role	Email Status	Comments (Optional)
<input type="checkbox"/>	abcd@xyz.com	user	name	FRA Internal	FRA	999-123-6777	GCIS Admin		
<input type="checkbox"/>	akumud@aol.com	Dom	Akumu	Railroad	KCS	301-111-2222	Secondary User		
<input type="checkbox"/>	alley18@aol.com	Vicki	Hoffman	FRA Internal	FRA	301-946-4762	Data Tech Analyst		
<input type="checkbox"/>	AMamani@frasafety.ent	Mamani	Mamani	FRA Internal	FRA	703-204-0090	GCIS Admin		
<input type="checkbox"/>	amanda.janov.ctr@dot.gov	Amanda	Janov	State	IA	703-204-0090	Primary User		
<input type="checkbox"/>	andrew.martin@dot.gov	Andrew	Martin	Railroad	ACWR	202-493-6297	Primary User		
<input type="checkbox"/>	angelica.mamani.ctr@dot.gov	Angelica	Mamani	FRA Internal	FRA	703-204-0090	GCIS Admin		
<input type="checkbox"/>	ashakoor@frasafety.net	Abdul	Shakoor	Railroad	CSX	301-221-5994	GCIS Admin		
<input type="checkbox"/>	bnsf-lv@test.com			BNSF		111-111-1111	Secondary User		
<input type="checkbox"/>	BNSFpu@bnsf.com			BNSF		012-345-6789	Primary User		

Press Deactivate button to remove user's access

Deactivate

Page: 1 of 16

Legend

- The user's email address matches the primary user's email exchange
- The user's email exchange is unknown
- The user's email does not match the primary user's email exchange

Explanation of image located under Email Status column

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Figure 49. Active Users Table

- Check the box(es) located in the first column to select the user(s). Multiple users can be deactivated simultaneously.
- The **Deactivate** button will be enabled. Press the **Deactivate** button to prevent the selected user(s) from further access to GCIS.
- The system will display a confirmation message in a popup dialog box that the selected user(s) have been deactivated.
- Press the **Ok** button to return to the **Manage GCIS Users** page.

Inactive Users

- Click on **Inactive Users** tab. The system will display a table listing all inactive users of GCIS (Figure 50).

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Note: A **Legend** will also be displayed providing a brief description of what each image located under the **Email Status** column means.

The screenshot shows the 'Manage G' interface with the 'Inactive Users' tab selected. The table below lists inactive users. A callout points to the selection checkbox in the first column, stating 'Select user(s) by checking this box'. Another callout points to the 'Activate' button at the bottom of the table, stating 'Press Activate button to grant user access to GCIS'. A third callout points to the 'Email Status' column, which contains icons (green square, yellow triangle, red circle) and states 'Explanation of image located under Email Status column'. A legend at the bottom left explains these icons: green square for 'The user's email address matches the primary user's email exchange', yellow triangle for 'The user's email exchange is unknown', and red circle for 'The user's email does not match the primary user's email exchange'.

	Username	First Name	Last Name	Agency Type	Agency Code	Phone Number	User Role	Email Status	Comments (Optional)
<input type="checkbox"/>	123456@de.com	A	B	Transit	DART	123-456-7890	Primary User		
<input type="checkbox"/>	a.little.lengthy.but.fine@dept.example.com	Ephrem	Shiferaw	0	0000	900-000-0000	Primary User		
<input type="checkbox"/>	a@Test.users	Test	Users	FRA Internal	FRA	111-111-1111	FRA Admin		
<input type="checkbox"/>	ajanov@actionet.com	A	Janovv	Railroad	AVR	703-204-0090	Primary User		
<input type="checkbox"/>	albert_levy@comcast.net	Vicki	Hoffman	Railroad	AB	301-123-4567	Secondary User		
<input type="checkbox"/>	amamani@frasafety.com	angelica	mamani	Railroad	KCS	703-204-0090	Primary User		
<input type="checkbox"/>	amamani@frasafety.net	Angelica	Mamani	Railroad	NS	703-204-0090	Primary User		
<input type="checkbox"/>	arepu@are.com			Railroad	ARE	111-111-1111	Primary User		
<input type="checkbox"/>	Don.Hamilton.CTR		ton	Railroad	AFLR	555-333-3666	Primary User		
<input type="checkbox"/>	hawaiiprimary@email.com	luke	enb	State	HI	777-777-7777	Primary User		

Page: 1 of 2

Activate

Legend

- The user's email address matches the primary user's email exchange
- The user's email exchange is unknown
- The user's email does not match the primary user's email exchange

Figure 50. Inactive Users Table

2. Check the box(es) located in the first column to select the user(s). Multiple users can be activated simultaneously.
3. The **Activate** button will be enabled. Press the **Activate** button to grant the selected user(s) access to GCIS.
4. The system will display a confirmation message in a popup dialog box that the selected user(s) have been reactivated. The selected user(s) will receive an email notification containing their temporary password and instructions to log in and reset their password.

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5. Press the **Ok** button to return back to the **Manage GCIS Users** page.

Delegations

The **Delegations** page will provide you the ability to set up new delegations and view a listing of all existing delegation requests approved by FRA. Once FRA has received and approved the written notification from both the Delegating and Delegated Agency, the FRA Admin will enter GCIS and setup these approved requests. Once the setup is completed, you may view them on this page. The **Delegation Wizard** section will allow you to set up new delegation requests. The **Delegations** section will display a table with information containing the delegating and delegated agency name.

Delegation Wizard

There are only 2 scenarios in which a delegation can be set up and they are:

- a. Railroad delegates authority to a State: All of the Railroad's crossings within that State are delegated and can be completed by that State
- b. Subsidiary Railroad delegates to a parent Railroad: All of the subsidiary's crossings can be completed by the parent company

The following section takes you through the process of setting up a new delegation request between two agencies if one of the two criteria listed above is true.

1. Hover over the **User Management** tab located in the top navigation until the sub-menu items display.
2. Click on **Delegations**.
3. The **Delegation Wizard** section will display by default. (Figure 51)

The screenshot shows the 'Delegation Wizard' interface within the 'Federal Railroad Administration Office of Safety Analysis' web application. The top navigation bar includes 'Agency: Federal RR Administration [FRA]', 'Change', 'Welcome Super User (GCIS Admin)', and '[Sign Out]'. The main navigation menu has tabs for 'Home', 'View Crossings', 'Update Crossings', 'Add New Crossing', 'File Upload', 'User Management', 'Admin Tools', 'Reports', and 'Help'. The 'Delegations' section is active, showing a breadcrumb trail: 'GCIS Home > User Management > Delegations'. The 'Delegation Wizard' form is displayed, with a 'Select Agency/State' sidebar on the left. The main form area contains the instruction 'Please complete the fields below.' and four required fields: 'Delegating Agency Type', 'Delegating Agency', 'Delegated Agency Type', and 'Delegated Agency', each with a dropdown menu. The 'Next' and 'Cancel' buttons are at the bottom right of the form.

Figure 51. Delegation Wizard

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4. For the **Select Agency/State** step, complete the **Delegating Agency Type**, **Delegating Agency**, **Delegated Agency Type**, and **Delegated Agency** field, and then press the **Next** button.
Note: Any fields marked with a red asterik (*) require a value.
5. On the **Finish** step, verify that the setup between the delegating and delegated agency is correct, and then press the **Finish** button. To correct any fields, press the **Back** button or exit the wizard by pressing the **Cancel** button.
6. If the setup was successfully submitted, a confirmation message will display in a popup dialog box (Figure 52).

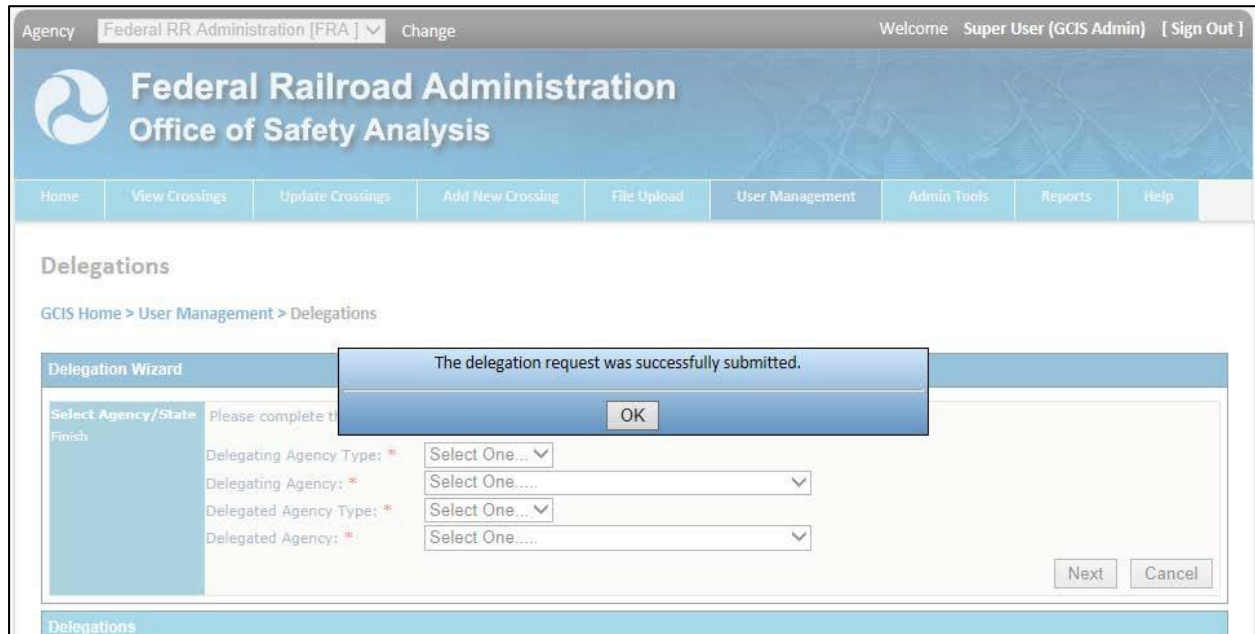


Figure 52. Delegation Requests Setup Success Message

7. Press the **OK** button to return back to the **Delegations** page.

Delegations

The following section takes you through the process of viewing, cancelling, and adding comments to delegation requests that have already been set up.

1. Click on the **Delegations** section header displayed below the **Delegation Wizard** to display a listing of all delegation requests.
Note: The agency names displayed in Figure 53 below are notional and not intended to represent any specific user or business relationship.

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Agency: Federal RR Administration [FRA] Change Welcome Super User (GCIS Admin) [Sign Out]

Federal Railroad Administration
Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing File Upload User Management Admin Tools Reports Help

Click section header to display listing of approved delegation requests

GCIS Home > User Management > Delegations

Delegation Wizard

Delegations


BNSF has delegated and granted VA access to update crossing records on behalf of BNSF

UO has been delegated to update BNSF crossing

Delegating Agency	Delegated Agency Type	Delegated Agency	Comments (Optional)	Action
BNSF	State	VA		Cancel
CSX	Railroad	UP		Cancel
BNSF	Railroad	UO		Cancel
CP	State	PA		Cancel
BPRR	State	PA		Cancel

Page: 1 of 4

Figure 53. Delegations Table

- To add comments, click on the  icon located under the **Comments (Optional)** column.
- A **Comments** dialog box will display. Enter your comments, and then press the **Ok** button. To exit the window without saving, press the **Cancel** button. (Figure 54)

Agency: Federal RR Administration [FRA] Change Welcome Super User (GCIS Admin) [Sign Out]

Federal Railroad Administration
Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing File Upload User Management Admin Tools Reports Help

Delegations

GCIS Home > User Management > Delegations

Delegation Wizard

Delegations

Comments


Add Comments

Ok Cancel

Delegating Agency	Delegated Agency Type	Delegated Agency	Comments (Optional)	Action
BNSF	State	VA		Cancel
CSX	Railroad	UP		Cancel

Figure 54. Adding Comments

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- Once the dialog box closes, your comment is saved. You can view your comments by pressing the  icon. Your previous comments will be displayed in the **Existing Comments** section.

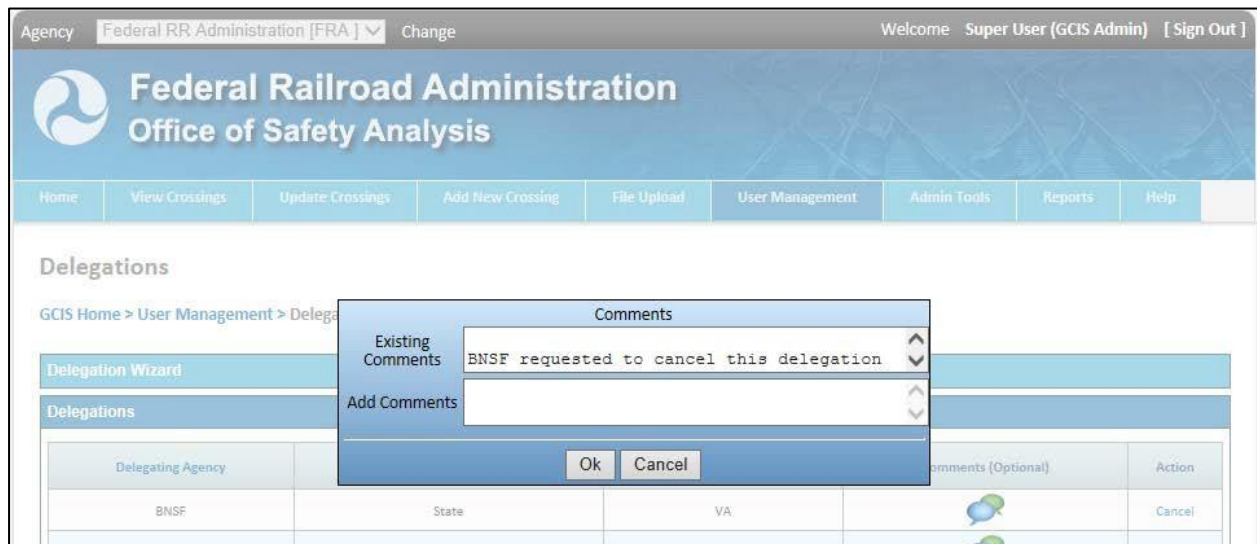


Figure 55. Viewing Existing Comments

- To cancel an existing delegation request, press the **Cancel** button located under the **Action** column. The system will display a message asking if you want to cancel the delegation.



Figure 56. Confirm Delegation Cancellation Message

- Press the **Yes** button to confirm the cancellation or **No** to exit.

Add Internal User

The **Add Internal Users** page will provide you the ability to create a new internal Application

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Administrator and assign them the role of GCIS Admin, FRA Admin, or Data Tech Analyst.

The following section takes you through the process of creating a new internal user.

1. Hover over the **User Management** tab located in the top navigation until the sub-menu items display.
2. Click on **Add Internal User**.
3. The **Add New Internal User Wizard** section will display by default. (Figure 57 and 58)

The screenshot shows the 'Add New Internal User Wizard' page for a GCIS Admin user. The page header includes the 'Federal Railroad Administration Office of Safety Analysis' logo and navigation tabs. The 'User Management' tab is active, and the 'Add Internal Users' sub-tab is selected. The wizard form has a sidebar with 'Enter User Info' and 'Finish' buttons. The main form area contains fields for 'First Name', 'Last Name', 'Phone Number', 'Email Address (Username)', and 'User Role'. The 'User Role' section has three radio buttons: 'GCIS Admin' (selected), 'FRA Admin', and 'Data Tech Analyst'. A callout box points to the 'GCIS Admin' radio button with the text: 'As a GCIS Admin, user can create any user role including another GCIS Admin'. The 'Next' and 'Cancel' buttons are at the bottom right.

Figure 57. Add Internal User Page (GCIS Admin)

The screenshot shows the 'Add New Internal User Wizard' page for an FRA Admin or Data Tech Analyst user. The page header includes the 'Federal Railroad Administration Office of Safety Analysis' logo and navigation tabs. The 'User Management' tab is active, and the 'Add Internal Users' sub-tab is selected. The wizard form has a sidebar with 'Enter User Info' and 'Finish' buttons. The main form area contains fields for 'First Name', 'Last Name', 'Phone Number', 'Email Address (Username)', and 'User Role'. The 'User Role' section has three radio buttons: 'GCIS Admin', 'FRA Admin' (selected), and 'Data Tech Analyst'. A callout box points to the 'GCIS Admin' radio button with the text: 'As an FRA Admin (or Data Tech Analyst), user cannot create a GCIS Admin user. This radio button is disabled.' The 'Next' and 'Cancel' buttons are at the bottom right.

Figure 58. Add Internal User Page (FRA Admin & Data Tech Analyst)

1. On the **Enter User Info** step of the wizard, complete the **First Name, Last Name, Phone Number, Email Address (Username)**, select a **User Role**, and then press the **Next** button.
Note: Any fields marked with a red asterik (*) require a value.
2. On the **Finish** screen, verify that all information entered is correct and then press the **Finish** button. To make any changes, click on the **Back** button and to exit the wizard without creating a new user, press the **Cancel** button.
3. Once the user has been successfully created, the system will display a confirmation message. Press the **Ok** button to return back to the **Add Internal Users** page.

The screenshot shows a web application window titled 'Manage GCIS Users'. Inside, there's a breadcrumb trail: 'GCIS Home > User Management > Add Internal Users'. A modal dialog box is centered on the screen with the title 'Add New Internal User Wizard'. The dialog contains a success message: 'User has been successfully added and will receive an email with temporary password and sign in instructions.' Below the message is an 'Ok' button. In the background, the wizard's 'Finish' step is visible, showing fields for 'First Name:', 'Last Name:', 'Phone Number:', 'Email Address (Username):', and 'User Role:' with radio buttons for 'GCIS Admin', 'FRA Admin', and 'Data Tech Analyst'. There are 'Next' and 'Cancel' buttons at the bottom right of the wizard.

Figure 59. Add New Internal User Success Message

Admin Tools

The **Administration Tools** page provides you the ability to add new or update existing lookup values. Lookup values are data or information that is used throughout the GCIS web application. This page allows you to update the following information:

- **Error Messages** used to display validation errors after a crossing record has been submitted
- **FAQs** are displayed under the Help section containing a list of questions and answers related to the GCIS v2.0 site, submissions using the Online Grade Crossing Inventory Form, and the Public and Secure Safety Data API sites
- **Functional Classification** used to populate Part V.2 of the Online Grade Crossing Inventory Form
- **HSR Corridor** used to populate Part I.26 of the Online Grade Crossing Inventory Form
- **MUTCD Codes** used to populate Part III.2.J of the Online Grade Crossing Inventory Form

The following section takes you through the process of creating new or updating existing lookup values.

Note: The system will not allow you to create new lookup values for **Error Messages**, as they

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must be linked to validation rules.

1. Click on **Admin Tools** located in the top navigation. The **Administration Tools** page will display.

Error Messages

The system will only allow you to update existing error messages, but not add new ones.

2. Under the **Manage Lookups** section, for the **Lookup Types** field, select **Error Messages**. A list of all system generated error messages will be displayed in the table.

Note:

- You can sort the records by clicking on the blue text for each column header to sort in ascending or descending order.
- You can page through the table using the page number or arrows located below the table.

Manage Lookups				
Lookup Types: Error Messages ▼				
System Generated Error Messages				
Code	Section Name	Error Description	Sort Order	Action
160	Header	Field I.7: Primary Operating Railroad can not be changed unless "Change in Primary Operating Railroad" is selected as Reason For Update.	0	Edit
501	Header	There is already data for this Crossing Number or your agency no longer has access to this crossing because it is now associated with another agency.	0	Edit
503	Header	Please enter a valid record type.	0	Edit
504	Header	A user from your agency is already working on a different record type for this crossing.	0	Edit
505	Header	There is no existing data for this crossing. Please select "New Crossing" as the Reason for Update.	0	Edit
001	Header	A: Revision date must be the current date and must be in the correct format: MM/DD/YYYY.	1	Edit
002	Header	B: A Reporting Agency must be selected.	2	Edit
003	Header	C: A Reason for Update must be selected.	3	Edit
158	Header	C: No changes to existing data can be made when "Date Change Only" is selected.	4	Edit
502	Header	C: State users may not add new crossings, unless they have been delegated to do so.	5	Edit
[< 1 >]				Page: 1 of 16

Figure 60. Error Messages Table

3. To update an existing error message, click on the **Edit** link located under the **Action** column. The system will change the fields in the selected row into editable fields (Figure 61).

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Code	Section Name	Error Description	Sort Order	Action
160	Header	Field I.7: Primary Operating Railroad can not be changed unless "Change in Primary	0	Update Cancel
501	Header	There is already data for this Crossing Number or your agency no longer has access to this crossing beause it is now associated with another agency.	0	Edit
503	Header	Please enter a valid record type.	0	Edit

Figure 61. Record in Edit Mode

4. Update the record by performing any of the actions listed below:
 - a. To change the **Section Name**, click on the drop-down list down arrow and select a new value.
 - b. Update the text in the **Error Description** field.
 - c. Change the **Sort Order** by entering a numeric value.
Note: The Sort Order field is used to display the order in which the error messages will display on the Online Grade Crossing Inventory Form.
5. Once complete, press the **Update** link located in the **Action** column. To exit and cancel all changes, press the **Cancel** link. If the update was successful, the system will refresh the data in the table. Locate the item that was just updated to confirm the change was made.

FAQs

The system will allow you to add new and update existing FAQs. To update an existing FAQ, follow steps 2 – 5. To add a new FAQ, follow steps 6 – 8.

Update Existing Value

2. Under the **Manage Lookups** section, for the **Lookup Types** field, select **FAQs**. A list of all Frequently Asked Questions will be displayed in the table.
Note:
 - You can sort the records by clicking on the blue text for each column header to sort in ascending or descending order.
 - You can page through the table using the page number or arrows located below the table.

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Manage Lookups						
Lookup Types: FAQs						
FAQs						
Code	Section Name	Question	Answer	Sort Order	Status	Action
219	Part I	Why must I complete different fields for different crossings?	GCIS requires certain information based on the type of Crossing. For example, users who are submitting data for a private, at-grade crossing only need to complete Parts I and Part II, while users submitting data for public, at-grade crossings must complete the entire form. Public crossings are open to public travel, and therefore require more information for safety purposes.	0	Active	Edit
220	Part II	What is a validation error?	A validation error may occur when there is a problem with the data entered. The data entered may not be in the correct format, requires a value but is left blank, or the relationship between fields is not complete or accurate. For example, a validation error would occur if Part III.2.F: Pavement Markings is left blank for a public, at-grade crossing. A validation error would also occur if anything other than "None" is selected in this field, but in Part IV.2: Is Roadway Paved?, "No" is selected. There cannot be any pavement markings if the roadway is not paved, therefore, a validation error would occur.	0	Active	Edit
221	General	Why does GCIS display error messages for optional fields?	Error messages will be displayed for optional fields when the data entered is incomplete or not in the correct format. If data is entered in an optional field, that data must be valid.	0	Active	Edit
222	General	Why does GCIS automatically disable some fields?	GCIS automatically disables certain fields based on selections made in previous fields. This was done in order to preserve the quality and accuracy of the crossing data. For example, if a user selects "No" in Part I.24 to indicate that there is no other adjacent crossing with a separate crossing number, that user will not be allowed to enter a crossing number.	1	Active	Edit
223	General	Why were some of the values in existing fields dropped?	The previous version of the Grade Crossing Inventory Form contained a number of fields that allowed users to enter open text. In order to gather more accurate, useful data, FRA has changed these fields to require selections from a pre-determined list. These lists were compiled with input from industry professionals and the comments received throughout the rule making.	2	Active	Edit
<div> + Add << 1 >> Page: 1 of 9 </div>						

Figure 62. FAQs Table

- To update an existing question and answer click on the **Edit** link located under the **Action** column. The system will change the fields in the selected row into editable fields.

Manage Lookups						
Lookup Types: FAQs						
FAQs						
Code	Section Name	Question	Answer	Sort Order	Status	Action
219	Part I	Why must I complete different fields for different crossings?	GCIS requires certain information based on the type of Crossing. For example, users who are submitting data for a private, at-grade crossing only need to complete Parts I and Part II, while users submitting data for public, at-grade crossings must complete the entire form. Public crossings are open to public travel, and therefore require more information for safety purposes.	0	Active	Update Cancel
222	General	Why does GCIS automatically disable some fields?	GCIS automatically disables certain fields based on selections made in previous fields. This was done in order to preserve the quality and accuracy of the crossing data. For example, if a user selects "No" in Part I.24 to indicate that there is no other adjacent crossing with a separate crossing number, that user will not be allowed to enter a crossing number.	1	Active	Edit
			The previous version of the Grade Crossing Inventory Form contained a			

Figure 63. Record in Edit Mode

- Update the record by performing any of the actions listed below:
 - To change the **Section Name**, click on the drop-down list down arrow and select a new value.
 - Update the question by entering the new text into the **Question** field.
 - Update the answers to the questions by entering the text into the **Answer** field.
 - Change the **Sort Order** by entering a numeric value.

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Note: The **Sort Order** field is used to display the order in which the error messages will display on the Online Grade Crossing Inventory Form.

- e. Set the **Status** to either **Active** or **Inactive**.

Note: Inactive items will no longer be displayed within GCIS.

5. Once complete, press the **Update** link located in the **Action** column. To exit and cancel all changes, press the **Cancel** link. If the update was successful, the system will refresh the data in the table. Locate the item that was just updated to confirm the change was made.

Add New Value

6. At the bottom of the table, there is an **+ Add** button. Click on the button to add a new blank row to the table.

The screenshot shows the 'Manage Lookups' interface. At the top, there is a 'Manage Lookups' tab and a 'Lookup Types' dropdown menu set to 'FAQs'. Below this is a table with the following columns: Code, Section Name, Question, Answer, Sort Order, Status, and Action. The table contains two rows. The first row has a Code of '-1', a Section Name of 'General' (with a dropdown arrow), an empty Question field, an empty Answer field, an empty Sort Order field, a Status of 'Active' (with a dropdown arrow), and an Action of 'Update Cancel'. The second row has a Code of '219', a Section Name of 'Part I', a Question of 'Why must I complete different fields for different crossings?', an Answer of 'GCIS requires certain information based on the type of Crossing. For example, users who are submitting data for a private, at-grade crossing only need to complete Parts I and Part II, while users submitting data for public, at-grade crossings must complete the entire form. Public crossings are open to public travel, and therefore require more information for safety purposes.', a Sort Order of '0', a Status of 'Active', and an Action of 'Edit'.

Figure 64. New Row for Adding a New FAQ

7. Add the new record by performing any the actions listed below:
 - a. Select the **Section Name** by clicking on the drop-down list down and select a new value. The system will default to **General**.
 - b. Add the new question by entering text into the **Question** field.
 - c. Enter the answer to the question provided by entering the text into the **Answer** field.
 - d. Enter a **Sort Order** number.

Note: The **Sort Order** field is used to display the order in which the error messages will display on the Online Grade Crossing Inventory Form.
 - e. The system will default the **Status** to **Active** (leave the current value selected).

Note: Inactive items will no longer be displayed within GCIS.
8. Once complete, press the **Update** link located in the **Action** column to save the new question and answer. To exit and cancel all changes, press the **Cancel** link. If the item was successfully added, the system will refresh the data in the table.

Functional Classification

The system will allow you to add new and update existing Functional Classification codes and descriptions. To update an existing value, follow steps 2 – 5. To add a new value, follow steps 6 – 8.

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Update Existing Value

- Under the **Manage Lookups** section, for the **Lookup Types** field, select **Functional Classification**. A list of all Functional Classifications will be displayed in the table.

Note:

- You can sort the records by clicking on the blue text for each column header to sort in ascending or descending order.
- You can page through the table using the page number or arrows located below the table.

Manage Lookups						
Lookup Types: Functional Classification						
Functional Classification						
Id	Code	Description	Status	LastUpdated	LastUpdatedBy	Action
11	1	(1) Interstate	Active	8/5/2014 10:17:21 AM	superuser@frasafety.net	Edit
12	2	(2) Other Freeways and Expressways	Active	3/12/2014 11:22:22 AM	ltran@frasafety.net	Edit
13	3	(3) Other Principal Arterial	Active	3/10/2014 2:37:11 PM	mitiku.kalkidan.ctr@dot.gov	Edit
16	4	(4) Minor Arterial	Active	3/13/2014 1:07:54 PM	mitiku.kalkidan.ctr@dot.gov	Edit
17	5	(5) Major Collector	Active	4/4/2014 9:58:51 AM	superuser@frasafety.net	Edit
18	6	(6) Minor Collector	Active	3/10/2014 2:36:56 PM	mitiku.kalkidan.ctr@dot.gov	Edit
19	7	(7) Local	Active	4/4/2014 9:57:08 AM	superuser@frasafety.net	Edit
+ Add << 1 >> Page: 1 of 1						

Figure 65. Functional Classification Table

- To update an existing value, click on the **Edit** link located under the **Action** column. The system will change the fields in the selected row into editable fields.

Manage Lookups						
Lookup Types: Functional Classification						
Functional Classification						
Id	Code	Description	Status	LastUpdated	LastUpdatedBy	Action
11	<input type="text" value="1"/>	<input type="text" value="(1) Interstate"/>	Active	8/5/2014 10:17:21 AM	superuser@frasafety.net	Update Cancel
12	2	(2) Other Freeways and Expressways	Active	3/12/2014 11:22:22 AM	ltran@frasafety.net	Edit
13	3	(3) Other Principal Arterial	Active	3/10/2014 2:37:11 PM	mitiku.kalkidan.ctr@dot.gov	Edit
16	4	(4) Minor Arterial	Active	3/13/2014 1:07:54 PM	mitiku.kalkidan.ctr@dot.gov	Edit

Figure 66. Record in Edit Mode

- Update the record by performing any of the actions listed below:
 - To change the system code, enter the new value.
 - To change the **Description**, enter the new description.
 - Set the **Status** to either **Active** or **Inactive**.

Note: Inactive items will no longer be displayed within GCIS.
- Once complete, press the **Update** link located in the **Action** column. To exit and cancel

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all changes, press the **Cancel** link. If the update was successful, the system will refresh the data in the table. Locate the item that was just updated to confirm the change was made.

Add New Value

- At the bottom of the table, there is an **+ Add** button. Click on the button to add a new blank row to the table.

The screenshot shows the 'Manage Lookups' interface. At the top, there is a 'Lookup Types' dropdown menu set to 'Functional Classification'. Below this is a table titled 'Functional Classification'. The table has columns: Id, Code, Description, Status, LastUpdated, LastUpdatedBy, and Action. A new row is being added at the bottom, indicated by a '-1' in the Id column and empty fields for Code, Description, and Status. The existing rows are: 11 (Interstate), 12 (Other Freeways and Expressways), and 13 (Other Principal Arterial). Each row has an 'Action' column with links like 'Update Cancel', 'Edit', and 'Edit'.

Id	Code	Description	Status	LastUpdated	LastUpdatedBy	Action
-1			Active			Update Cancel
11	1	(1) Interstate	Active	8/5/2014 10:17:21 AM	superuser@frasafety.net	Edit
12	2	(2) Other Freeways and Expressways	Active	3/12/2014 11:22:22 AM	ltran@frasafety.net	Edit
13	3	(3) Other Principal Arterial	Active	3/10/2014 2:37:11 PM	mitiku.kalkidan.ctr@dot.gov	Edit

Figure 67. New Row for Adding a New Functional Classification

- Add the new record by performing any the actions listed below:
 - Enter the new system code into the **Code** field.
 - Enter the description in to the **Description** field.
 - The system will default the **Status** to **Active** (leave the current value selected).

Note: Inactive items will no longer be displayed within GCIS.
- Once complete, press the Update link located in the Action column to save the new value. To exit and cancel all changes, press the **Cancel** link. If the item was successfully added, the system will refresh the data in the table.

HSR Corridor

The system will allow you to add new and update existing HSR Corridor codes and descriptions. To update an existing value, follow steps 2 – 5. To add a new value, follow steps 6 – 8.

Update Existing Value

- Under the **Manage Lookups** section, for the **Lookup Types** field, select **HSR Corridor**. A list of all HSR Corridor IDs will be displayed in the table.

Note:

- You can sort the records by clicking on the blue text for each column header to sort in ascending or descending order.
- You can page through the table using the page number or arrows located below the table.

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Manage Lookups						
Lookup Types: HSR Corridor						
HSR Corridor						
Id	Code	Description	Status	LastUpdated	LastUpdatedBy	Action
1	CAC	CALIFORNIA - LOS ANGELES - BAY AREA - SACRAMENTO	Inactive	5/15/2014 6:22:59 PM	superuser@frasafety.net	Edit
2	CAV	CALIFORNIA - SAN DIEGO - LOS ANGELES - STOCKTON - SACRAMENTO/BAY AREA	Active			Edit
3	CCC	OHIO 3 C'S - CLEVELAND - COLUMBUS - CINCINNATI	Active			Edit
4	CIC	CHICAGO HUB - CHICAGO - INDIANAPOLIS - CINCINNATI	Active			Edit
5	CIL	CHICAGO HUB - INDIANA EXTENSION: INDIANAPOLIS - LOUISVILLE	Active			Edit
6	CKD	CHICAGO HUB - CHICAGO - KALAMAZOO - DETROIT	Active			Edit
7	CMM	CHICAGO HUB - CHICAGO - MILWAUKEE - MINNEAPOLIS	Active			Edit
8	CSK	CHICAGO HUB - CHICAGO - SPRINGFIELD - ST. LOUIS - KANSAS CITY	Active			Edit
9	CTC	CHICAGO HUB - CHICAGO - TOLEDO - CLEVELAND	Active	3/12/2014 5:57:48 PM	superuser@frasafety.net	Edit
10	EMP	EMPIRE - NEW YORK - ALBANY - BUFFALO	Active	3/12/2014 11:22:07 AM	ltran@frasafety.net	Edit
<div> + Add << 1 >> Page: 1 of 3 </div>						

Figure 68. HSR Corridor Table

- To update an existing value, click on the **Edit** link located under the **Action** column. The system will change the fields in the selected row into editable fields.

Manage Lookups						
Lookup Types: HSR Corridor						
HSR Corridor						
Id	Code	Description	Status	LastUpdated	LastUpdatedBy	Action
1	CAC	CALIFORNIA - LOS ANGELES - BAY AREA - SACRAMENTO	Inactive	5/15/2014 6:22:59 PM	superuser@frasafety.net	Edit
2	CAV	CALIFORNIA - SAN DIEGO - LOS ANGELES - STOCKTON - SACRAMENTO/BAY AREA	Active			Update Cancel
3	CCC	OHIO 3 C'S - CLEVELAND - COLUMBUS - CINCINNATI	Active			Edit
4	CIC	CHICAGO HUB - CHICAGO - INDIANAPOLIS - CINCINNATI	Active			Edit

Figure 69. Record in Edit Mode

- Update the record by performing any of the actions listed below:
 - To change the HSR Corridor code, enter the new value.
 - To change the **Description**, enter the new description.
 - Set the **Status** to either **Active** or **Inactive**.

Note: Inactive items will no longer be displayed within GCIS.
- Once complete, press the **Update** link located in the **Action** column. To exit and cancel all changes, press the **Cancel** link. If the update was successful, the system will refresh the data in the table. Locate the item that was just updated to confirm the change was made.

Add New Value

- At the bottom of the table, there is an **+ Add** button. Click on the button to add a new

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blank row to the table.

Manage Lookups

Lookup Types: HSR Corridor

HSR Corridor

Id	Code	Description	Status	LastUpdated	LastUpdatedBy	Action
-1			Active			Update Cancel
1	CAC	CALIFORNIA - LOS ANGELES - BAY AREA - SACRAMENTO	Inactive	5/15/2014 6:22:59 PM	superuser@frasafety.net	Edit
2	CAV	CALIFORNIA - SAN DIEGO - LOS ANGELES - STOCKTON - SACRAMENTO/BAY AREA	Active			Edit

Figure 70. New Row for Adding a New HSR Corridor

7. Add the new record by performing any the actions listed below:
 - a. Enter the new system code into the **Code** field.
 - b. Enter the description in to the **Description** field.
 - c. The system will default the **Status** to **Active** (leave the current value selected).
Note: *Inactive items will no longer be displayed within GCIS.*
8. Once complete, press the Update link located in the Action column to save the new value. To exit and cancel all changes, press the **Cancel** link. If the item was successfully added, the system will refresh the data in the table.

MUTCD Codes

The system will allow you to add new and update existing MUTCD codes and descriptions. To update an existing value, follow steps 2 – 5. To add a new value, follow steps 6 – 8.

Update Existing Value

2. Under the **Manage Lookups** section, for the **Lookup Types** field, select **MUTCD Codes**. A list of all MUTCD Codes will be displayed in the table.
Note:
 - You can sort the records by clicking on the blue text for each column header to sort in ascending or descending order.
 - You can page through the table using the page number or arrows located below the table.

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Manage Lookups						
Lookup Types: MUTCD Codes						
MUTCD Codes						
Id	Code	Description	Status	LastUpdated	LastUpdatedBy	Action
1	I-12	Light Rail Station symbol	Inactive	4/4/2014 10:14:40 AM	superuser@frasafety.net	Edit
2	I-13	Emergency Notification	Inactive	5/15/2014 6:22:01 PM	superuser@frasafety.net	Edit
3	I-13a	Emergency Notification	Active			Edit
4	R10-11A	No Turn on Red	Active	3/31/2014 10:12:10 AM	superuser@frasafety.net	Edit
5	R10-6	Stop Here on Red	Active	3/13/2014 11:49:56 AM	superuser@frasafety.net	Edit
6	R15-1	Highway-Rail Grade Crossing (Crossbuck)	Active			Edit
7	R15-2	Number of Tracks	Active			Edit
8	R15-3P	Exempt	Active			Edit
9	R15-4a	Light Rail Only Right Lane	Active			Edit
10	R15-4b	Light Rail Only Left Lane	Active	3/28/2014 11:06:19 AM	superuser@frasafety.net	Edit
<div> + Add << 1 >> Page: 1 of 5 </div>						

Figure 71. MUTCD Codes Table

- To update an existing value, click on the **Edit** link located under the **Action** column. The system will change the fields in the selected row into editable fields.

Manage Lookups						
Lookup Types: MUTCD Codes						
MUTCD Codes						
Id	Code	Description	Status	LastUpdated	LastUpdatedBy	Action
1	<input type="text" value="I-12"/>	<input type="text" value="Light Rail Station symbol"/>	Inactive	4/4/2014 10:14:40 AM	superuser@frasafety.net	Update Cancel
2	I-13	Emergency Notification	Inactive	5/15/2014 6:22:01 PM	superuser@frasafety.net	Edit

Figure 72. Record in Edit Mode

- Update the record by performing any of the actions listed below:
 - To change the MUTCD code, enter the new value.
 - To change the **Description**, enter the new description.
 - Set the **Status** to either **Active** or **Inactive**.

Note: *Inactive items will no longer be displayed within GCIS.*
- Once complete, press the **Update** link located in the **Action** column. To exit and cancel all changes, press the **Cancel** link. If the update was successful, the system will refresh the data in the table. Locate the item that was just updated to confirm the change was made.

Add New Value

- At the bottom of the table, there is an **+ Add** button. Click on the button to add a new blank row to the table.

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Manage Lookups

Lookup Types: **MUTCD Codes** ▼

MUTCD Codes

Id	Code	Description	Status	LastUpdated	LastUpdatedBy	Action
-1	<input type="text"/>	<input type="text"/>	Active ▼			Update Cancel
1	I-12	Light Rail Station symbol	Inactive	4/4/2014 10:14:40 AM	superuser@frasafety.net	Edit
2	I-13	Emergency Notification	Inactive	5/15/2014 6:22:01 PM	superuser@frasafety.net	Edit

Figure 73. New Row for Adding a MUTCD Code

7. Add the new record by performing any the actions listed below:
 - a. Enter the new system code into the **Code** field.
 - b. Enter the description in to the **Description** field.
 - c. The system will default the **Status** to **Active** (leave the current value selected).

Note: *Inactive items will no longer be displayed within GCIS.*
8. Once complete, press the Update link located in the Action column to save the new value. To exit and cancel all changes, press the **Cancel** link. If the item was successfully added, the system will refresh the data in the table.

Reports

The **GCIS Internal Reports** page will allow you to generate reports for pending, published, and expired crossing data. This page provides three reports:

- Agency Report – provides information for records that have been saved, published, or expired for States, Railroads, and Transit agencies
- Overdue Summary Report – shows a summary of all agencies that have not updated their inventory records on time
- Days Overdue Report – shows the agencies that have not updated their inventory records on time

Understanding the Reports Page

Navigation

To navigate to the different reports available, click on the section tabs located within the page.

Federal Railroad Administration Highway-Rail Crossing Division

Agency: Federal RR Administration [FRA] Change Welcome Super User (GCIS Admin) [Sign Out]

Federal Railroad Administration
Office of Safety Analysis

Home View Crossings Update Crossings Add New Crossing File Upload User Management Admin Tools Reports Help

GCIS Internal Reports
GCIS Home > Reports

GCIS will allow internal users the ability to generate reports for pending, published, or expired records by selecting the options located in the various drop-down menus. Any drop-down menu marked with a red asterisk is required.

Agency Report Overdue Summary Report Days Overdue Report

This report shows information for records that have been saved, published, or expired for States, Railroads, and Transit agencies. The report may be filtered by selecting the desired information from the drop-down menus provided. Anything marked with a red asterisk is required.

NOTE: For reports that return over 1,000 records, only the first 1,000 records will be exported to an Excel, Word, or PDF format.

Agency Type: [Select One] Agency: [Select One] Reason for Update: [Select One] Crossing Type: [Select One] Crossing Position: [Select One] Date Range: From [01/01/2014] To [08/29/2014]

Figure 74. Reports Page

Page Numbers

Once generated, if the results are returned and displayed on more than one page, you can use the pager located in the reports toolbar to navigate to different pages of the report.

To page through the report, click on the first, previous, next, or last page arrow or skip to a specific page by entering the page number.

Agency Report Overdue Summary Report Days Overdue Report

This report shows information for records that have been saved, published, or expired for States, Railroads, and Transit agencies. The report may be filtered by selecting the desired information from the drop-down menus provided. Anything marked with a red asterisk is required.

NOTE: For reports that return over 1,000 records, only the first 1,000 records will be exported to an Excel, Word, or PDF format.

Agency Type: [Railroad] Agency: [CSX Transportation [CS]] Reason for Update: [Select One] Crossing Type: [Select One] Crossing Position: [Select One] Date Range: From [01/01/2014] To [08/29/2014]

1 of 9

First Page Previous Page Next Page Last Page

Crossing ID	Agency	Revision Date	Record Status	Reason For Update	Crossing Type	Crossing Purpose	Crossing Position
226349A	CSX	01/01/2014	Published	Closed	Public	Highway	RR Over
147264E	CSX	01/01/2014	Published	Closed	Public	Highway	At Grade
146545K	CSX	01/01/2014	Published	Closed	Public	Highway	At Grade

Figure 75. Report Paging

Export Report

The system will also allow you to export a copy of the report to an Excel, Word, or PDF file. A report that returned more than 1,000 records, only the first 1,000 records will be exported. To

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export the report, click on the disk located in the ribbon toolbar and select either **Excel**, **Word**, or **PDF**.

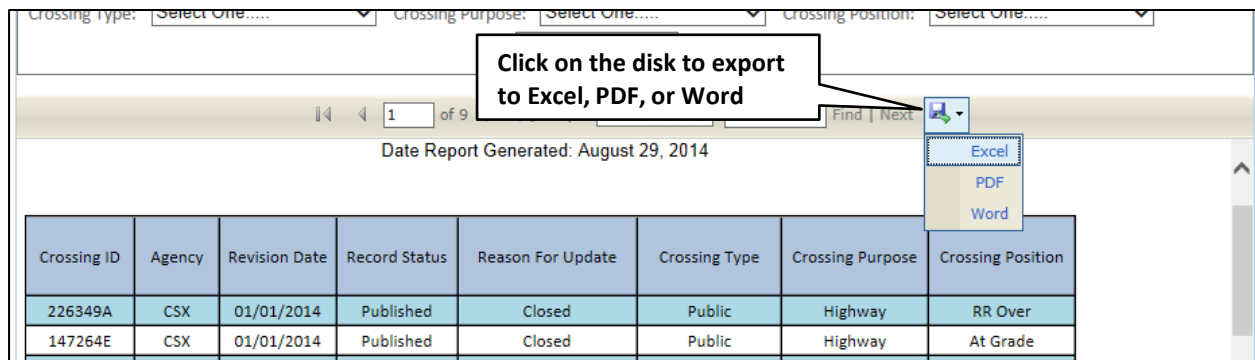


Figure 76. Export and Save a Copy of the Report

Once the report has been exported into the format specified, for Internet Explorer (IE) browser users, you will see a download banner located at the bottom of the browser (Figure 77) with the option to **Open**, **Save**, or **Cancel**. Click on the down arrow located next to the **Save** button, and then select **Save as**.

Note: The steps to saving a file varies depending on if your computer is running on Windows or Mac and the type of browser you have installed on your computer (Internet Explorer, Firefox, Safari, etc.). The steps documented below are for users using Internet Explorer (IE) browser.

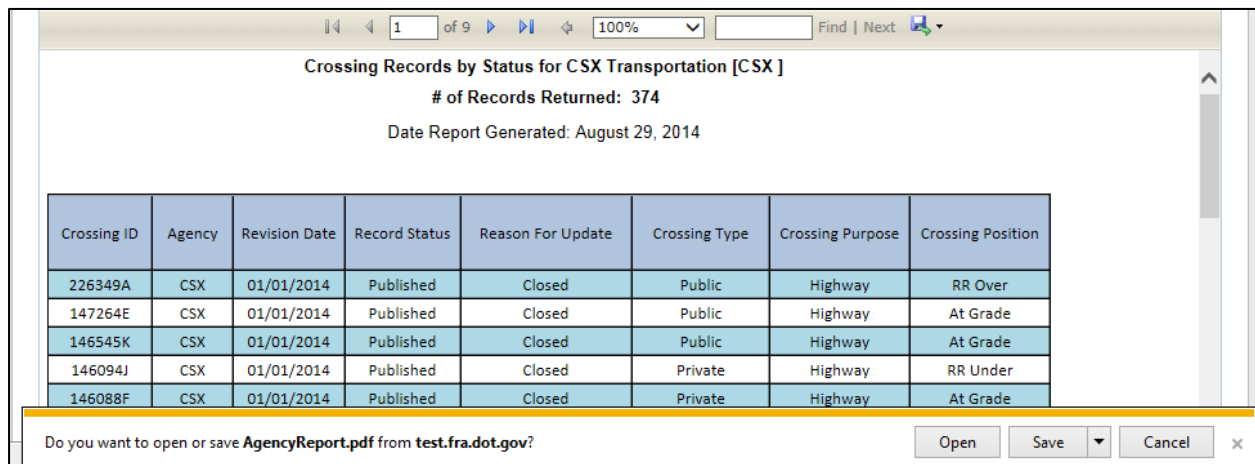


Figure 77. Prompt to Save the File (IE Browser Users)

A **Save as** dialog box will open displaying your computer's file directory. Navigate to the location where you want to save the file, enter a friendly name into the **File name** field, and then press the **Save** button.

Agency Report

1. Click on the **Agency Report** tab.
2. Select a value for **Agency Type**, **Agency**, and **Date Range**. You may filter the results further by selecting a value for **Record Status**, **Reason for Update**, **Crossing Type**,

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Crossing Purpose, or Crossing Position.

3. Press the **Generate Report** button.
4. When the report is ready for viewing, it will be displayed below the filter parameters (Figure 78).

Agency Report | Overdue Summary Report | Days Overdue Report

This report shows information for records that have been saved, published, or expired for States, Railroads, and Transit agencies. The report may be filtered by selecting the desired information from the drop-down menus provided. Anything marked with a red asterisk is required.

NOTE: For reports that return over 1,000 records, only the first 1,000 records will be exported to an Excel, Word, or PDF format

Agency Type:* **Railroad** Agency:* **CSX Transportation [CS** Date Range:* From **01/01/2014** To **08/29/2014**

Record Status: **Select One.....** Reason for Update: **Select One.....**

Crossing Type: **Select One.....** Crossing Purpose: **Select One.....** Crossing Position: **Select One.....**

Generate Report

1 of 9 100% Find | Next

Date Report Generated: August 29, 2014

Crossing ID	Agency	Revision Date	Record Status	Reason For Update	Crossing Type	Crossing Purpose	Crossing Position
226349A	CSX	01/01/2014	Published	Closed	Public	Highway	RR Over
147264E	CSX	01/01/2014	Published	Closed	Public	Highway	At Grade
146545K	CSX	01/01/2014	Published	Closed	Public	Highway	At Grade
146094J	CSX	01/01/2014	Published	Closed	Private	Highway	RR Under
146088F	CSX	01/01/2014	Published	Closed	Private	Highway	At Grade
146008K	CSX	01/01/2014	Published	Closed	Public	Highway	RR Over
144651L	CSX	01/01/2014	Published	Closed	Private	Highway	At Grade
234492F	CSX	01/01/2014	Published	Closed	Private	Highway	At Grade
234283X	CSX	01/01/2014	Published	Closed	Private	Highway	At Grade
232395P	CSX	01/01/2014	Published	Closed	Public	Highway	At Grade
855228M	CSX	01/01/2014	Published	Closed	Private	Highway	At Grade

Figure 78. Agency Report Generated

Overdue Summary Report

1. Click on the **Overdue Summary Report** tab.
2. Press the **Generate** button.
3. When the report is ready for viewing, it will be displayed below the Generate button (Figure 79).

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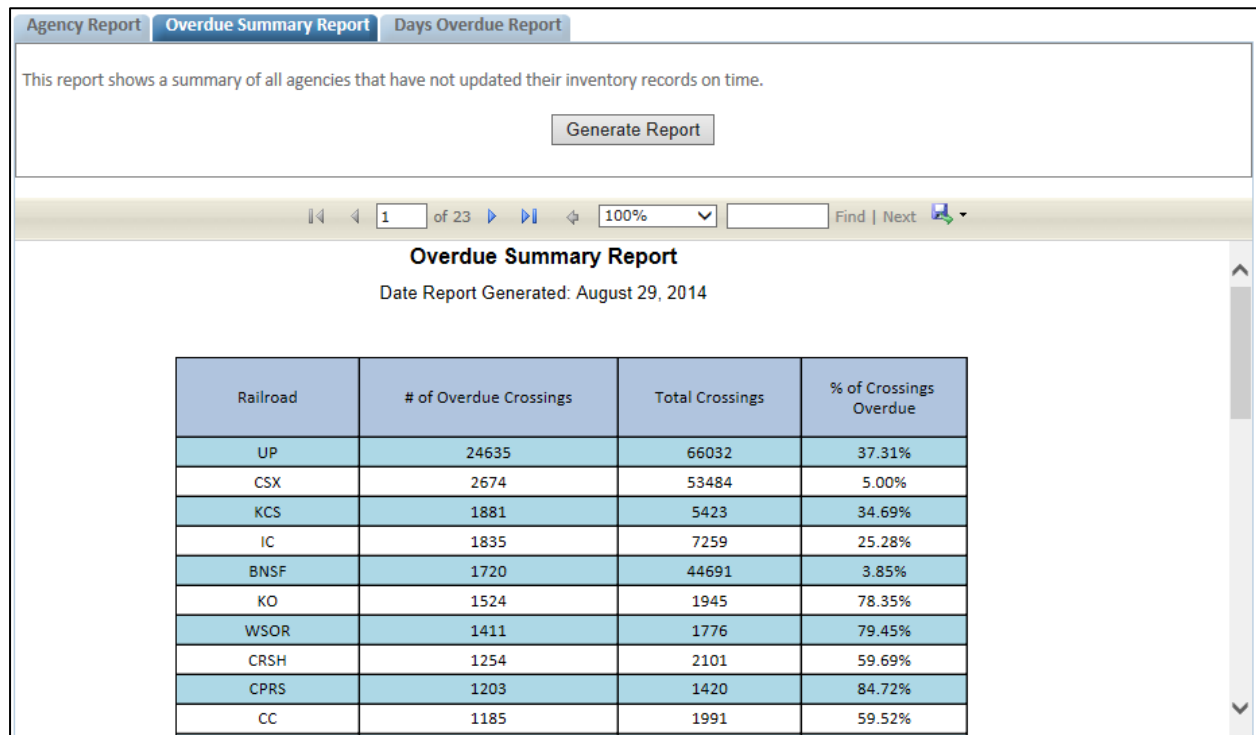


Figure 79. Overdue Summary Report

Days Overdue Report

1. Click on the **Days Overdue Report** tab.
2. You can generate the report to return the results for a specific agency by completing the **Agency Type** and **Agency** field.
Note: This is optional.
3. Press the **Generate** button.
4. When the report is ready for viewing, it will be displayed below the Generate button (Figure 80).

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Agency Report **Overdue Summary Report** **Days Overdue Report**

This report shows the agencies that have not updated their inventory records on time. You may filter the results either by using the Agency Type and Agency drop-down menus below.
NOTE: For reports that return over 1,000 records, only the first 1,000 records will be exported to an Excel, Word, or PDF format

Agency Type: Agency:

1 of 24 100% Find | Next

Days Overdue Report
of Crossings Overdue: 1000
Date Report Generated: August 29, 2014

Crossing ID	Railroad	Revision Date	Crossing Type	Crossing Purpose	Crossing Position	# of Days Overdue
346720B	CSX	01/01/1970	Public	Highway	RR Over	15215
624991Y	CSX	07/11/1986	Private	Highway	At Grade	9180
627298A	CSX	11/30/1987	Private	Highway	At Grade	8673
628390D	CSX	10/03/1989	Private	Highway	At Grade	8000
628391K	CSX	10/03/1989	Private	Highway	At Grade	8000
624602R	CSX	12/31/1989	Private	Highway	At Grade	7911
624601J	CSX	12/31/1989	Private	Highway	At Grade	7911
621419A	CSX	12/31/1989	Private	Highway	At Grade	7911
154047W	CSX	02/29/1992	Private	Highway	At Grade	7121

Figure 80. Days Overdue Report